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**Palm Beach Community College**  
**LLRC**  
**4200 Congress Avenue**  
**Lake Worth, FL 33461-4700**





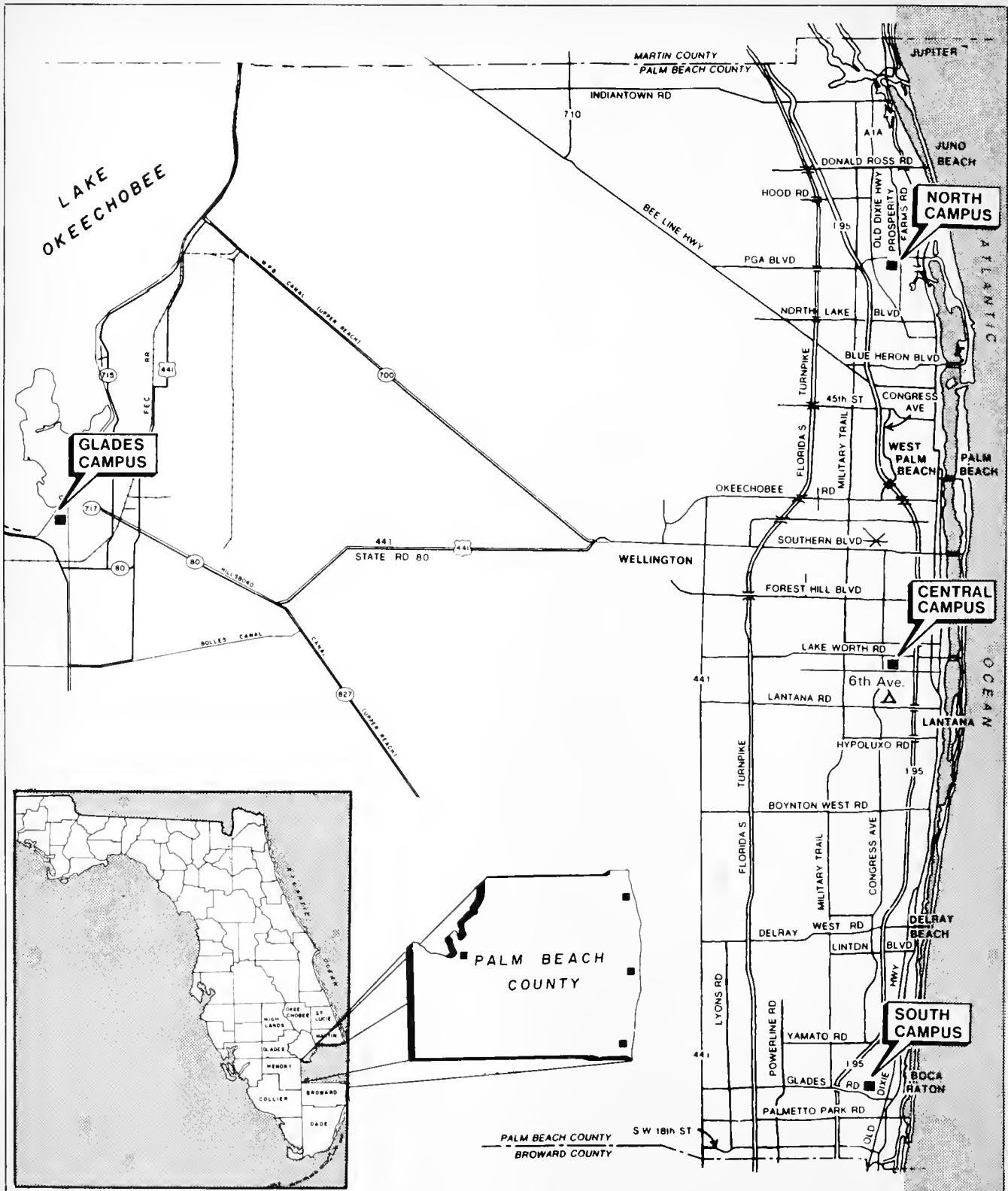




THE BULLETIN 1987/88

Palm Beach  
Junior College

# PBJC -- Serving Palm Beach County from Four Locations



Palm Beach Junior College Central, 4200 Congress Ave., Lake Worth, FL 33461 (305) 439-8000

Palm Beach Junior College Glades, 1977 College Dr., Belle Glade, FL 33430 (305) 996-3055

Palm Beach Junior College North., 3160 PGA Blvd., Palm Beach Gardens, FL 33410 (305) 622-2440

Palm Beach Junior College South, 500 N.W. 20th St., Boca Raton, FL 33431 (305) 338-2200

THE BULLETIN



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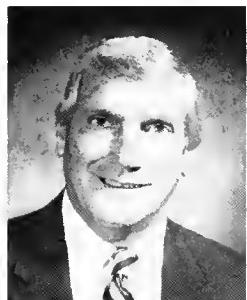
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Provost-PBJC North

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# Student Calendar

## SPRING TERM 1986-87

April 6 . . . . .	Deadline for international student applications
April 22 . . . . .	Deadline for regular admission for SPRING TERM
April 23-May 6 . . . . .	Extended admission
May 6 . . . . .	Final day to withdraw with 100% refund
May 6 . . . . .	Orientation, advising and registration
May 7 . . . . .	Classes begin
May 8 . . . . .	Final day to register for CLAST
May 7, 11, 12 . . . . .	Days to correct schedules due to error only Day students, 1:00-3:00 p.m. Evening students, 6:00-9:00 p.m.
May 12 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
May 12 . . . . .	Final day to withdraw with 80% refund
May 25 . . . . .	Memorial Day Holiday
May 28 . . . . .	Final day to complete application for graduation
June 1-4 . . . . .	Currently enrolled students register for SUMMER TERM/FALL (Pay fees by June 11)
June 4 . . . . .	Final day to withdraw from class with a "W"
June 4 . . . . .	Final day to change from credit to audit
June 6 . . . . .	Administration of CLAST
June 17 . . . . .	Final examinations
June 17 . . . . .	Grades due in Registrar's Office, 4:00 p.m.

## SUMMER TERM 1986-87

May 8 . . . . .	Final day to register for CLAST
May 18 . . . . .	Deadline for international student applications
June 4 . . . . .	Deadline for regular admission for SUMMER TERM
June 6 . . . . .	Administration of CLAST
June 8-18 . . . . .	Extended admission
June 18 . . . . .	Final day to withdraw with 100% refund
June 18 . . . . .	Orientation, advising and registration
June 22 . . . . .	Classes begin
June 22-24 . . . . .	Days to correct schedule due to error only Day students, 1:00-3:00 p.m. Evening students, 6:00-9:00 p.m.
June 24 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
June 24 . . . . .	Final day to withdraw with 80% refund
July 13 . . . . .	Final day to complete application for graduation
July 16 . . . . .	Final day to withdraw from class with a "W"
July 16 . . . . .	Final day to change from credit to audit
July 20-23 . . . . .	Currently enrolled students register for FALL TERM (Pay fees by August 6)
July 29 . . . . .	Final examinations
July 29 . . . . .	Grades due in Registrar's Office, 4:00 p.m.
July 30 . . . . .	Commencement exercises

## FALL TERM 1987-88

May 19 . . . . .	Deadline for international student applications
July 28 . . . . .	Deadline for regular admission for FALL TERM
July 29-August 21 . . . . .	Extended admission
August 21 . . . . .	Final day to withdraw with 100% refund 3:00 p.m.
August 19-21 . . . . .	Orientation, advising and registration
August 24 . . . . .	Classes begin
August 24-27 . . . . .	Days for correcting schedules
August 27 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
August 28 . . . . .	Final day to withdraw with 80% refund, 3:00 p.m.
September 4 . . . . .	Final day to register for CLAST
September 7 . . . . .	Labor Day Holiday
October 3 . . . . .	Administration of CLAST
October 5 . . . . .	Final day to complete application for graduation
October 19 . . . . .	Eight weeks progress report period ends
October 19-December 7 . . . . .	Express Term
November 2 . . . . .	Final day to withdraw from class with a "W"
November 2 . . . . .	Final day to change from credit to audit
November 9-20 . . . . .	Currently enrolled students register (Pay fees by December 11)
November 26-27 . . . . .	Thanksgiving Holidays
December 15-17 . . . . .	Final examinations
December 18 . . . . .	Grades due in Registrar's Office, 4:00 p.m.
December 18 . . . . .	Commencement exercises

## WINTER TERM 1987-88

November 4 . . . . .	Deadline for international student applications
December 11 . . . . .	Deadline for regular admission for WINTER TERM
December 14-January 5 . . . . .	Extended admission
January 5 . . . . .	Final day to withdraw with 100% refund
January 4-5 . . . . .	Orientation, advising and registration for day students by appointment
January 6 . . . . .	Classes begin
January 6-11 . . . . .	Days for correcting schedules
January 6-7, 11 . . . . .	6:00-9:00 p.m. Mon.-Thurs., evening students
January 11 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
January 12 . . . . .	Final day to withdraw with 80% refund
January 18 . . . . .	King Holiday (students only)
January 18 . . . . .	Planning Day
February 12 . . . . .	Final day to register for CLAST
February 17 . . . . .	Final day to complete application for graduation
March 2, 3, 4 . . . . .	Spring break
March 7 . . . . .	Eight weeks progress report period ends
March 7-April 25 . . . . .	Express Term
March 12 . . . . .	Administration of CLAST
March 21 . . . . .	Final day to withdraw from class with a "W"
March 21 . . . . .	Final day to change from credit to audit
April 1 . . . . .	EASTER HOLIDAY
April 11-15 . . . . .	Currently enrolled students register for SPRING TERM (Pay fees by April 25)
April 11-15 . . . . .	Currently enrolled students register for SUMMER TERM (Pay fees by May 31)
April 18-22 . . . . .	Currently enrolled students register for FALL TERM (Pay fees by May 31)
April 29, May 2-3 . . . . .	Final examinations
May 4 . . . . .	Grades due in Registrar's Office, 4:00 p.m.
May 4 . . . . .	Commencement exercises

## **SPRING TERM 1987-88**

April 8 . . . . .	Deadline for international student applications
April 21 . . . . .	Deadline for regular admission for SPRING TERM
April 22-May 5 . . . . .	Extended admission
May 5 . . . . .	Final day to withdraw with 100% refund
May 5 . . . . .	Orientation, advising and registration
May 6 . . . . .	Final day to register for CLAST
May 9 . . . . .	Classes begin
May 9-11 . . . . .	Days to correct schedules due to error only
May 11 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
May 11 . . . . .	Final day to withdraw with 80% refund
May 26 . . . . .	Final day to complete application for graduation
May 30 . . . . .	Memorial Day Holiday
June 4 . . . . .	Administration of CLAST
June 6-9 . . . . .	Currently enrolled students register for SUMMER TERM/FALL (Pay fees by June 15)
June 6 . . . . .	Final day to withdraw from class with a "W"
June 6 . . . . .	Final day to change from credit to audit
June 16 . . . . .	Final examinations
June 16 . . . . .	Grades due in Registrar's Office, 4:00 p.m.

## **SUMMER TERM 1987-88**

May 6 . . . . .	Final day to register for CLAST
May 17 . . . . .	Deadline for international student applications
June 4 . . . . .	Administration of CLAST
June 6 . . . . .	Deadline for regular admission for SUMMER TERM
June 7-20 . . . . .	Extended admission
June 20 . . . . .	Final day to withdraw with 100% refund
June 20 . . . . .	Orientation, advising and registration
June 20 . . . . .	Classes begin
June 21-23 . . . . .	Days to correct schedule due to error only
June 23 . . . . .	Registration for senior citizens, 1:00-3:00 p.m.
June 23 . . . . .	Final day to withdraw with 80% refund
July 4 . . . . .	Independence Day
July 12 . . . . .	Final day to complete application for graduation
July 19 . . . . .	Final day to withdraw from class with a "W"
July 19 . . . . .	Final day to change from credit to audit
July 18-21 . . . . .	Currently enrolled students register for FALL TERM (Pay fees by August 5)
August 1 . . . . .	Final examinations
August 1 . . . . .	Grades due in Registrar's Office, 4:00 p.m.
August 1 . . . . .	Commencement exercises

**CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

## THIS IS PBJC

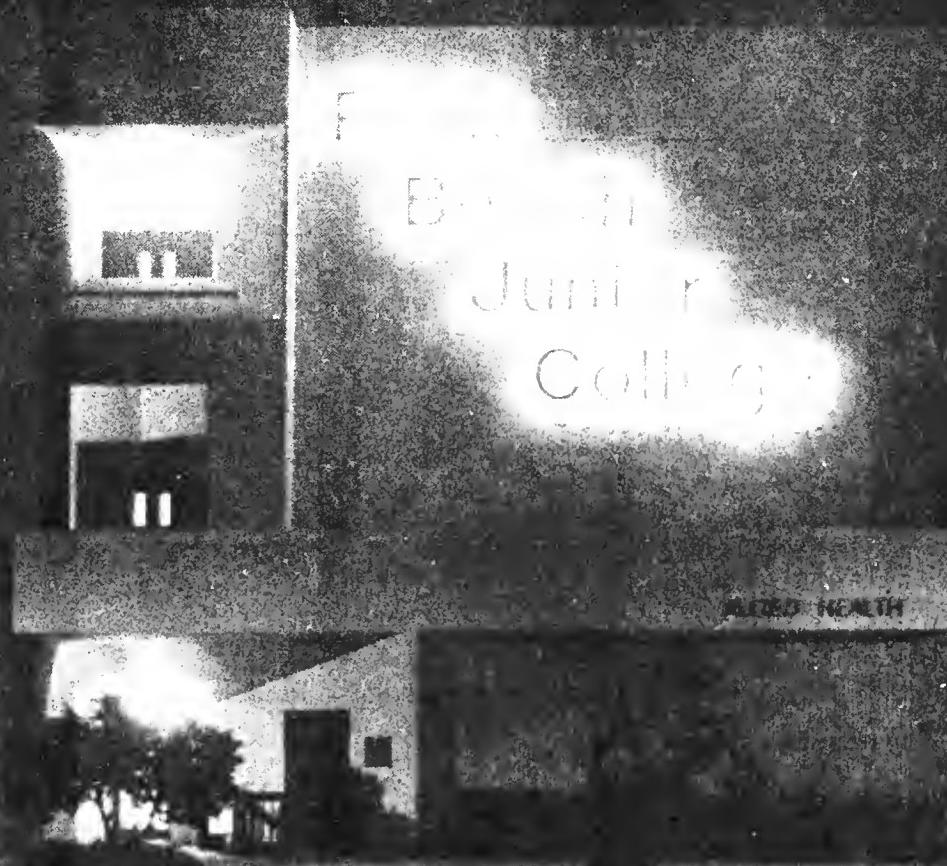
Palm Beach Junior College is Florida's first public community college, with about half its 13,000 students at PBJC Central in Lake Worth, and the remainder divided between PBJC South at Boca Raton, PBJC North at Palm Beach Gardens and PBJC Glades at Belle Glade.

As can easily be determined by looking through the remainder of this bulletin, we offer two-year AA Degrees with university parallel courses, two-year AS Degrees with a mix of occupational and general education courses, Certificate programs of one year or one semester in occupational courses, and an amazing variety of educational opportunities, most offered through Continuing Education and its devotion to life-long learning.

Our students range in age from 3 to 93 with the average working out to about 32 years. PBJC is a teaching institution, and, for the most part, consists of students and teachers and classrooms.

From time, to time, however, some other aspect of college life comes center stage, and last year was no exception. Last year was The Year of the Arts — performing arts and visual arts, and the art of campus beautification.

Herewith, a small sampling of these activities.

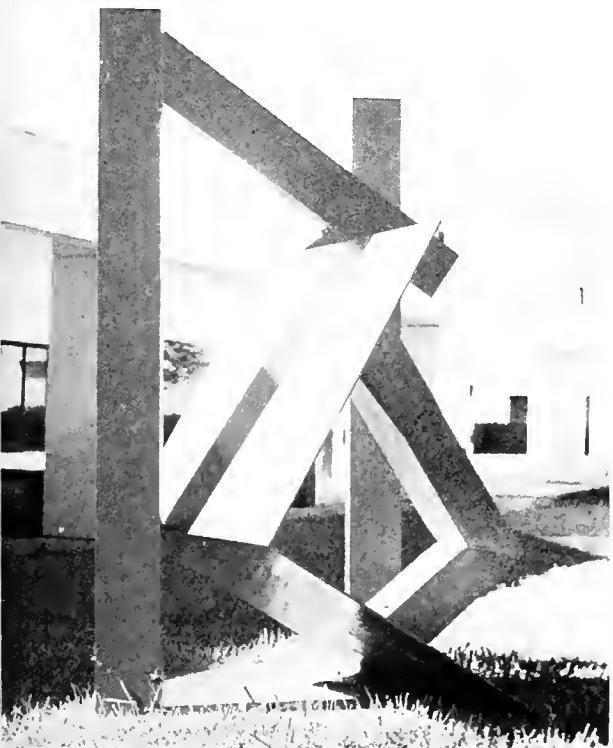


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Palm Beach Junior College is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran, marital or handicapped status.



Students, faculty and staff gathered together to create a botanical garden at the Palm Beach Junior College South campus last year.



Palm Beach artist/sculptress Jane Manus loaned a geometric sculpture titled "Girls Night Out" to the North Campus in Palm Beach Gardens.



The PBJC North campus was recognized for outstanding landscaping and environmental enhancement by the city of Palm Beach Gardens last July.



An exhibit of the works of Netherlands-born sculptor Hans Van De Bovenkamp opened at PBJC North in April with a gala reception.



Palm Beach Junior College sponsors a four week Summer Band Camp which offers students lessons in instrumental techniques, music theory and sight-singing.



Forty-two events were held between August 1985 and June 1986, and the musicals, concerts, shows and special events attracted 20,000 spectators to the Dolly Hand Cultural Arts Center at PBJC Glades.



The Lannan Foundation donated four major pieces of marble sculpture to PBJC which now make up the Lannan Sculpture Garden at the central campus.



A partnership with Ballet Florda, this area's premier dance school, has added another dimension to the Humanities Division at PBJC this year — an opportunity for students to receive professional dance training through the college.



The Watson B. Duncan III Theatre, Palm Beach County's new state-of-the-art performance hall located at the Lake Worth campus, in October, 1986.



A Music Prepatory School at PBJC offers beginners seven years of age and older an opportunity to enrich their musical abilities, over and above the programs offered at public schools.

# History

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, in the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard (Mr. Watkins headed the college as Dean for 15 years) the college moved to a 21-acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found its first permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of Dr. Harold C. Manor. Under his leadership, an era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students when it moved into its permanent campus, to over 8,000 students during Fall and Winter Terms. The college continued and strengthened its excellent academic reputation but at the same time developed many specialized, business, technical, professional and occupational course designed to be completed in one or two years.

In 1965, students and faculty of Roosevelt Junior College, a public junior college for black students located in West Palm Beach, were integrated into Palm Beach Junior College.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

The early 70's saw the beginning of attendance centers at Belle Glade, Boca Raton, and in northern Palm Beach County. In June, 1976, groundbreaking of the first buildings at PBJC Glades took place. Classes began there in January, 1978.

In 1978, after 21 years of outstanding leadership, Dr. Manor, PBJC's second president, retired. Dr. Edward M. Eissey, a PBJC graduate, became its third president. The college now serves over 12,000 credit students in Fall and Winter Terms. The unduplicated student count for all courses, workshops and seminars has reached 36,000 per year.

Vigorous expansion of all facets of Continuing Education, including service to senior citizens, new and innovative educational programs, increased cooperation with business and industry, closer ties with cities of the district and with the county, unflagging zeal in pursuit of college objectives at both county and state levels are hallmarks of Dr. Eissey's administration.

On March 11, 1980, the citizens of the county voted by a wide margin to help the college solve problems of repair, renovation and equipment with a two-year half-mill levy after the state legislature had granted permission for the election.

In April, 1982, the college, in cooperation with the City of Belle Glade, the County, the state, and with private citizens, opened the Dolly Hand Cultural Arts Center, the first public auditorium in the Glades area.

Groundbreaking for the first building for PBJC North on a 108-acre campus on PGA Boulevard took place in July, 1980, and first phase buildings were opened for use in June, 1982. Construction of additional facilities is underway there. At this time classroom, administration, LLRC, student center and conference center buildings are in place and operating.

In the Fall Term, 1983, PBJC South began use of relocatable classroom buildings on a permanent site leased from Florida Atlantic University in Boca Raton. In 1986 state funding for the first permanent classroom building was provided.

The four campuses of Palm Beach Junior College are described more fully in the next major section: "Palm Beach Junior College District".

From its inception, the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the Division of Community Colleges for the State Department of Education were both Palm Beach Junior College graduates: Dr. James L. Wattenganger and Dr. Lee G. Henderson.

## PHILOSOPHY

Recognizing the ever increasing demand for postsecondary education at the college level, and being community centered, Palm Beach Junior College strives to provide the individual and various constituent components of the community with opportunities to pursue their educational goals, and training needs. Palm Beach Junior College is committed to providing an environment conducive to life-long learning, where individuals can attain knowledge and develop skills and attitudes which assist in achieving community and personal development to meet the needs of an ever changing society.

## MISSION

- A. The College offers instruction and services through the following courses, programs and special activities:
  1. A university parallel program
  2. Programs of vocational studies
  3. Courses and special programs to upgrade present employment skills or to retrain for other fields
  4. A comprehensive community service program addressing special educational, cultural and economic needs
  5. A student services program including counseling, developmental experiences and other college sponsored activities.
- B. The College seeks to develop in its students the following qualities:
  1. Self-discipline, social maturity and leadership
  2. Ethical and moral values and aesthetic appreciation
  3. Awareness of the importance of lifetime physical fitness
  4. Responsible citizenship
  5. Avocational interests.

## ACCREDITATION

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The College is an active member of the American Association of Community and Junior Colleges, the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## EVENING CLASSES

Evening classes at Palm Beach Junior College not only serve as an extension to the day program, but seek to meet the educational and cultural needs of the larger adult community. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 18 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

## PBJC FOUNDATION, INC.

The Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, development and charitable purposes, all for the advancement of the Palm Beach Junior College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community.

The Foundation consists of many active volunteer committees, such as: President's Club; North, South, Glades Foundation; Planned Giving; Public Communications/Advertising; Alumni; Legislative; Performing Arts; and specialized fund raising.

## SOUTHEAST FLORIDA EDUCATIONAL CONSORTIUM

Currently, sixteen colleges and universities in Palm Beach, Broward, Dade and Monroe Counties are included within the Southeast Florida Educational Consortium geographic area and twelve institutions are formal members. More than 160,000 students annually attend Consortium institutions at the undergraduate, graduate and doctoral levels.

Consortium leadership emphasizes, as a major goal, the continuing need for mutual cooperation among all segments of higher education in the region. Through the Consortium, the presidents of the public and private/independent colleges and universities address key issues concerning the future development of higher education in Florida in a cooperative and comprehensive manner, including the establishment of complementary agendas and system-wide statements of educational priorities. Consortium institutions share common aims and objectives to enhance the teaching-learning process among all members.

The Consortium links participating institutions in planning, maintaining, and evaluating cooperative efforts in academic programs, student services, and administrative support serv-

ices. The members actively participate in Consortium task force, committee and project activities. This participation includes Consortium efforts to assist students, faculty and administrators to facilitate academic preparation; academic programs; admissions/registration/records; audio-visual; career planning and placement; clinical facilities; cooperative education; equal opportunity/affirmative action; faculty exchange; financial aid; handicapped assistance; honors programs; institutional research; instructional computing; international affairs; libraries; public information; veterans affairs and wellness/health. Committee interaction has contributed to an expanding cooperative spirit among the colleges and universities in southeast Florida.

The Consortium is governed by a Board of Directors who are the presidents of the educational institutions who fund the organization. An executive director manages the overall administrative activities of the Consortium, including annual projects and grant expenditures.

Florida International University, Broward Community College and Miami-Dade Community College are charter members of the Southeast Florida Educational Consortium established in 1976. Nine additional institutions are currently members of the Consortium including Barry University, Florida Atlantic University, Florida Memorial College, International Fine Arts College, Miami Christian College, Nova University, Palm Beach Junior College, St. Thomas University and the University of Miami.

The Southeast Florida Educational Consortium executive office is located at 11011 S.W. 104 Street, Miami, Florida 33176, telephone 305-347-2600.

# Palm Beach Junior College District

The entire Palm Beach Junior College District, (Palm Beach County), is considered by the Board of Trustees to be the campus of the college. Attendance Centers, in different parts of the county, and in different stages of development, serve the citizens of the area where they are located. Central administration and full facilities for all courses offered by the college are at the central campus at Lake Worth.

## CENTRAL

The Central Campus is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of lake Worth Road and Congress Avenue to the shores of Lake Osborne, west of the city of Lake Worth.

Under development since 1956, the campus now consists of 25 buildings, (plus or minus three or four depending on what is considered to be a separate "building"), with a book value of more than \$19 million. Replacement value would be much higher.

Covered walkways connect all except three of the one, two and three-story classroom buildings. All programs are accessible to handicapped students.

The Central Campus is being built to a designed capacity of 5,000 full-time students, and student enrollment levels are now approaching that number.

Satellite attendance centers are operated when needed at 14 different locations in the east-central part of the PBJC District.

Mailing address of the Central Campus is Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461. The telephone number is 305/439-8000.

## GLADES

Palm Beach Junior College Glades was established in 1972. It opened the doors of its new campus in the Winter Term, 1977-78.

Palm Beach Junior College Glades has two modern buildings on its 40-acre campus. Facilities include 12 classrooms, laboratories, a library-learning resources center, and administrative and faculty office. All general education classes are taught on campus as well as a comprehensive business program for vocationally oriented students. A variety of workshops are opened to the community.

Inquiries specifically involving attendance at the Glades Campus should be addressed to:

Provost, Glades Campus  
Palm Beach Junior College  
1977 College Drive  
Belle Glade, Florida 33430  
Telephone: 305/996-3055  
West Palm Beach Telephone: 305/439-8160

**The Dolly Hand Cultural Arts Center** is a 500 seat theatre located on the Palm Beach Junior College/Glades Campus. The theatre is available for rent by individuals and organizations in the area for lectures, meetings and cultural performances. On an average, twice monthly performances are scheduled for the theatre throughout the year for the Glades community.

Besides the monthly programs, the Dolly Hand Cultural Arts Center also offers a "theatre for schools" from October through April. All students of the area are invited to attend special performances for a nominal fee.

## SOUTH

Since the fall of 1972, Palm Beach Junior College and Florida Atlantic University have been working cooperatively to offer programs in South Palm Beach County. From modest beginnings in 1972, the South Campus curriculum now includes almost all college transfer programs, and a number of vocational/technical offerings, as well as continuing education and community service courses. Palm Beach Junior College-South is presently located on fifty acres within the F.A.U. campus. Administrative and faculty offices are located on this site and it is here that the majority of the South Campus' classes are conducted for its approximately 2,000 students.

Cooperative programs utilizing dual enrollment in Palm Beach Junior College and F.A.U. presently offer opportunities for a four-year baccalaureate degree on one campus. These include programs in science, data processing/engineering, business, mathematics, and others. Palm Beach Junior College offers the South Campus student a wide choice of curriculum and use of some of F.A.U.'s facilities, including the W.E. Wimberly Library.

A multi-phased master plan has been designed and approved for future South Campus development. Construction of the general classroom building is slated for the near future, and the remainder of the permanent facilities will follow.

## NORTH

Palm Beach Junior College North is located at 3160 PGA Boulevard, Palm Beach Gardens, Florida 33410.

A long-time dream became a reality in May 1982 with the full-time operation of the permanent PBJC North.

Located on 108 acres, PBJC North houses a diverse selection

of credit courses, a continuing education department, CPI/MTS lab, and a cooperative education division, among other services. Courses are also held at Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens, Howell Watkins Jr. High School, 9480 MacArthur Boulevard, Palm Beach Gardens; and at other locations in the North Area.

PBJC North is designed to accommodate entry into a multi-campus system. Hours are from 7:30 a.m. until 9:00 p.m., Monday through Thursdays, and from 7:30 a.m. until 4:00 p.m. Fridays.

A full-time teaching staff offers most of the general education classes needed for graduation.

Students may complete many associate degree programs without attending the Central Campus; however, many students may take a mixed schedule of classes between PBJC Central and PBJC North.

The telephone number at PBJC North is 305/622-2400.

**Individualized manpower Training System (IMTS) Lab** is a vocational program which offers academic assistance in English, mathematics and reading. It provides individualized instruction focused on each student's vocational goal. The system is structured to include diagnostic testing and individual prescriptions of self-instructional activities. The system is non-graded and a student may enroll any time a need for the service is identified.

## Student Affairs and Services

It is the desire of Palm Beach Junior College to provide for the intellectual and cultural development of all students. Various provisions sanctioned and supported by our District Board of Trustees will enable students to plan and achieve acceptable goals.

One condition of enrollment at Palm Beach Junior College is that students will abide by all rules and policies of the institution.

Palm Beach Junior College officials, in particular the Vice President of Student Affairs and his staff, have the responsibility for interpreting policy. Efforts will be made by all to insure social, moral, cultural and intellectual development of students.

### OFFICE OF STUDENT AFFAIRS

The Vice President of Student Affairs and his staff members provide the leadership to enhance student learning. The services provided specifically include but are not necessarily limited to the following:

- |  |                                       |
|--|---------------------------------------|
| 1. Admissions                            | 14. Insurance                         |
| 2. Advising                              | 15. Intramurals                       |
| 3. Assemblies                            | 16. Job Placement                     |
| 4. Athletics                             | 17. Lost & Found                      |
| 5. Career Center                         | 18. Orientation                       |
| 6. Clubs and Organizations               | 19. Placement Tests                   |
| 7. Counseling                            | 20. Publications (Students)           |
| 8. Financial Aid                         | 21. Recruitment                       |
| 9. Follow-up Services<br>(mini-research) | 22. Registration                      |
| 10. Foreign Students                     | 23. Student Handbook                  |
| 11. Health Services                      | 24. Student Retention<br>& Completion |
| 12. Housing                              | 25. Testing                           |
| 13. Information                          | 26. Veteran Affairs                   |

It is, therefore, the concerted effort of the Vice President of Student Affairs to see that coordination takes place for the above services at all campuses and centers for Palm Beach Junior College. It is the expressed belief of this office that all students can be helped.

## **ADMISSIONS**

The detailed discussion of Methods of Admission Procedures is in the next major section of the Bulletin: "General Regulation".

## **ACADEMIC ADVISEMENT**

Arrangements for academic advising will be made for all entering students who have declared a major field of study, by the various Division Chairpersons and Program Managers during orientation. Students who do not declare a major are academically advised by one of the student affairs counselors until a major is declared. At the appointed time, advice and information will be given to the student as to what subjects are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the advisor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major. Students bear the major responsibility for course selection.

## **ASSEMBLIES**

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

## **ATHLETICS**

Palm Beach Junior College has achieved national recognition through inter-collegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis, softball and volleyball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association, largely determines policies and procedures by which the program operates. The Athletics Program provides for the highly skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

## **CAREER PLANNING**

A Career Center is located on the central campus. This center provides students the opportunity to participate in various career search programs through which they may explore their interests, values and abilities, and obtain information on the world of work and career opportunities. Various workshops and seminars are offered each term.

Career counseling is offered on all four campuses by professional counselors who have a variety of resource materials for use in assisting the students.

## **CLUBS AND ORGANIZATIONS**

### **Student Government**

The Student Government Association (SGA) is designed to provide student self-government; to promote student involve-

ment in community projects; to develop student working relationships with faculty, administration and fellow students; to allow students to function in a setting in which to acquire skills necessary for successful living in today's world and to offer students a basis upon which to work toward common objectives while maintaining individual initiative. All students are eligible to take part in the SGA by applying to serve on the SGA Executive Committee and by bringing ideas, suggestions and/or requests to the Executive Committee. The fifteen (15) member Executive Committee is selected each Fall. From its membership, committee members elect Chairman, Vice Chairman, Secretary and Treasurer. Additional students serve on a variety of college committees.

## **HONORARY ORGANIZATIONS**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior and community colleges, was instituted in 1943. Chapters were instituted on the other three campuses: Alpha Gamma Sigma in 1977, on the North Campus, Alpha Delta Iota in 1978 on South Campus, and Alpha Delta Nu in 1980 on the Glades Campus. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are selected from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of leadership. Members must maintain at least a "B" average. The society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interest of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

**SIGMA PHI ALPHA.** Alpha Phi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.

## **SPECIAL INTEREST GROUPS**

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interest in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be readily obtained from the Student Activities office.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

#### **SPECIAL INTEREST GROUPS**

Alumni Association

Amateur Radio Club

Art Club

Black Student Union

Business Club

Chess Club

Creators Club

Delta Epsilon Chi

Early Childhood Club

Foreign Language Club

Forensics

Hospitality Unlimited

Institute of Electrical and Electronic Engineers

LeCouture

Occupational Therapy Assistant

Political Union

Religious Groups

Sales and Marketing Club

Science Club

Student American Dental Hygiene Association

Student Education Association

Students for International Understanding

Student Contractors and Builders Association

Student Nurses Association

Young Democrats

Young Republicans

Veterans Association

#### **MUSIC ORGANIZATIONS**

Brass Ensemble

Concert Band

Concert Choir

Concert Orchestra

Guitar Ensemble

Jazz Ensemble

Music Theatre Guild

Pacesetters

Percussion Ensemble

String Ensemble

Student Music Educator's National Conference

Woodwind Ensemble

#### **SERVICE CLUBS**

Circle K

Civitan-Civinettes

Collegiate Jaycees

### **EVENING COUNSELING SERVICE**

Members of the student affairs counseling staff are on duty on all four campuses during evening hours to provide counseling, academic advising, career, college/university, and financial aid information. Provision is also made for various tests to be taken during evening hours.

### **FINANCIAL AID**

Financial aid, consisting of scholarships, grants, loans and student assistantships is available to assist deserving and qualified students to attend Palm Beach Junior College. Nearly all aid is given on the basis of need determined

through financial analysis done by ACT, CSS, and PELL. (Forms for these are available at the Financial Aids Office.)

Application and completed financial analysis must be on file in the Office of Financial Aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Junior College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Application for financial aid should be submitted as soon as possible after January 1. Application will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

### **STANDARDS OF PROGRESS FOR STUDENTS RECEIVING PELL, SEOG, WORKSTUDY, STUDENT LOANS**

In accordance with Federal Regulations, students participating in any of the Federal Financial Aid Programs offered through Palm Beach Junior College will be subject to the following Standards of Academic Progress. These Standards shall also apply to State Aid Programs and shall be effective as of the 1984 Fall Semester for all financial aid recipients, including those who received assistance prior to August 1984.

To be considered to be making Satisfactory Academic Progress the student must maintain the following minimum standards:

Sem. Hours Attempted	Grade Pt. Average
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

In addition to Grade Point Average, the student must successfully complete the number of academic credits per semester as indicated below:

- a. A full-time student or one who enrolls in 12 or more academic credits during a semester must earn at least 8 of those credits.
  - b. A three-quarter time student or one who enrolls in 9 to 11 credits during a semester must earn at least 6 of those credits.
  - c. A half-time student or one who enrolls in 6 to 8 academic credits during a semester must earn at least 4 of those credits.
- Full-time students shall be eligible to receive Financial Aid for a maximum of eight (8) academic semesters. Part-time students eligibility time-frame shall be in direct proportion to that of full-time students.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress shall be placed on Financial Aid Academic Probation for one semester, during which time they will continue to be eligible for Financial Aid.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress by the end of their Financial Aid Probation period shall be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive Financial Aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving Financial Aid may have their eligibility reinstated in one of the following ways:

- a. through an appeal procedure
- b. by meeting the Standards of Academic Progress through enrolling in courses at the college without the benefit of Financial Aid.

A student under Financial Aid Suspension may appeal suspension by submitting a written statement to the Financial Aid Director. The Financial Aid Director will review the appeal and

determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid Director denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid Committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to Financial Aid Probation for an additional semester. Following this second probationary period, the student shall not be eligible for further Financial Aid until such time as the Standards of Academic Progress are satisfactorily met.

## SCHOLARSHIPS AND GRANTS

Many scholarships and grants are available to needy students for college, state and federal funds and through the generosity of local individuals and organizations. While most are awarded on the basis of need, some are granted for special talents and academic achievement.

Students seeking athletics grants should contact the Director of Athletics.

Music grants are awarded on the basis of auditions administered by the Music Department.

**PRESIDENT'S SCHOLAR AWARDS.** President Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top five percent and have a 3.5 grade point average in their graduated class. The names of high school students who are ranked in the top five percent and have 3.5 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBJC).

**PELL GRANT.** A federally sponsored program of aid is available for full-time and part-time students (minimum 6 hours enrollment). The amount of award based on family income is determined by a contractor of the Federal Office of Education.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS.** A federally sponsored program provides a minimum \$200 for especially needy students.

**FLORIDA STUDENT ASSISTANCE GRANT.** Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

## LOANS

While unnecessary borrowing is not encouraged if other forms of aid are available, it has become an acceptable means of investing in a person's future.

**EMERGENCY LOANS.** A loan fund has been established to permit a student from \$10 to \$100 on an emergency basis. Loans are made only to students in good standing and cannot be used for registration fees. Freshmen must wait until after the first progress reports to be eligible. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A 2% service charge is made for these loans.

**GUARANTEED STUDENT LOANS.** Through Federal assistance, loans covering a student's needs are available through banks, savings and loan agencies, credit unions and the state. Applications and financial statement must be submitted to the college to review and then submitted to the lending agency by the student. Nine percent simple interest begins after the student leaves college and repayment may be made over a ten year period.

**PARENT LOANS (PLUS, ALAS).** A federally sponsored program, enables parents to borrow up to \$3,000.00 per academic year for dependent undergraduate students. Independent undergraduates may borrow up to \$2,000.00

per academic year. The current interest rate for a parent loan is 12%, but can fluctuate depending on the 12-month treasury bill average.

## STUDENT EMPLOYMENT

**COLLEGE WORK STUDY PROGRAM.** Through Federal assistance, campus employment is available to students with demonstrated need. Students approved for this program can work several hours a week while school is in session.

**FLORIDA CAREER WORK EXPERIENCE PROGRAM.** Funded by the State of Florida, this program provides part-time employment in positions which are educationally related to each student's declared major area of study.

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify under the Federal Work Study Program, or Work Experience.

## GRADUATING SOPHOMORE SCHOLARSHIPS

Between 26 and 30 scholarships, varying from \$100 and \$2,000, are available at the end of the winter term for graduates of Palm Beach Junior College going on to Upper Division. While a 3.0 average is required in most cases, need is a primary factor.

## STATE VOCATIONAL REHABILITATION SCHOLARSHIPS

The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance to those persons who are physically handicapped. Applicants should contact the Office of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach, telephone 833-7455.

## INTERNATIONAL STUDENTS

Special services are provided for international students through the counseling staff. (See also pg 21.)

## LOST AND FOUND

An effort is made to obtain lost and found items. Individual owners are notified if possible. Lost articles may be claimed at the Security Office.

## PLACEMENT TESTS

See Placement Tests under Admission Procedures.

## PUBLICATION (STUDENT)

**THE BEACHCOMER.** The Beachcomer, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and

business management. The Beachcomer has earned many state and national awards in recent years.

## ORIENTATION

Days are designated for an Orientation program at the beginning of each term. A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life. All new students to the college are expected to participate.

## READING IMPROVEMENT SERVICES

Reading Improvement Services include two courses in College Preparatory Reading (REA 1001 and REA 1002), an advanced course, Accelerated Reading (REA 1205), and supervised laboratory study in reading skills for any currently enrolled student.

## RECRUITMENT

The recruitment effort involves a large number of college staff members and students, and is a continuous process. The college employs a counselor or recruiter who coordinates many of the recruitment activities.

## REGISTRATIONS

Registration is done by computers prior to each session. Specific information is provided and coordinated by the Registrar's office.

## STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the Student Handbook, which is issued to all students during registration periods throughout each term. Copies are available in the Student Activities Office.

## STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Registrar's Office, Student Affairs Office, Career Information and Study Center, and division chairpersons' office. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined in the Notice of Proposed rule making, published in the **Federal Register** of April 8, 1977 on page 18749, paragraph 178.5 (f), (g), (h).

## HEALTH SERVICES

The following services are available in the clinic on the Central Campus:

- Health Counseling by appointment
- First Aid treatment - limited medication
- Student Accident Insurance application and claims forms

**Physical Education Medical Waivers**  
Student Affairs personnel provide limited health services on other campuses.

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Affairs Office.

## HOUSING

A list of available housing, of landlords who will rent to students without regard to race, color, creed or national origin, may be obtained from the Student Affairs Department. Students and parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. The college has no dormitory facilities and has no responsibility for agreements between landlords and students.

Students without cars, especially international students, should finalize housing arrangements at least one month before date of registering.

## INFORMATION

A general information station is located in the Registrar's office.

## INSURANCE

If is suggested that entering students consider applying for accident insurance while enrolled at PBJC, inasmuch as the college assumes no responsibility should an accident occur. Envelopes an information may be obtained in the health Clinic (Central) or Student Affairs office. Enrollment period limited to 20 days after first day of classes each semester.

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and Recreational activities are sponsored by the Department of Physical Education with the assistance of the Student Intramural and Recreational Board. These activities are open to all students.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating at a particular contest.

The Intramural and Recreation Board maintains an active membership in the National Intramural and Recreational Sports Association.

## JOB PLACEMENT

Placement Services offered through the Career Center and Job Placement Office include listing by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job openings are posted in the Career Center and departmental bulletin boards. The academic department personnel also assist in placement.

# **COLLEGE LEVEL ACADEMIC SKILLS TEST**

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida statutes and rules of the State Board of Education.

The CLAST is administered three times each year and must be taken during the student's last term prior to graduation or transfer. All students completing Associate In Arts Degree programs and students completing Associate In Science Degree programs and are seeking admission to upper division programs in State University in Florida, as well as University students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the Associate in Arts Degree. Admission to a State University may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to State Universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education:

	Reading	Writing	Computation	Essay
Aug. 1, 1984 to July 31, 1986	260	265	260	4
Aug. 1, 1986 July 31, 1989	270	270	275	4
Aug. 1, 1989 And thereafter	295	295	295	5

## **TESTING**

The Testing Center located on the Central campus provides a location for students to participate in various testing programs and a test scoring service to faculty. A variety of national and state exams such as the CLEP, ACT, STA, Dental Technician test, COPA test, CLAST and State Teachers Exams are administered. Application and information for these and other tests are available.

Test services can be obtained on the other campuses through the counseling personnel.

## **VETERANS AFFAIRS**

The college is State approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veteran's training laws should apply to the Veterans Section of the Registrar's office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students, the exception are pre-certified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student training under Chapter 31, 32, 34, or 35, Title 38 United States Code may receive one deferment per year to pay his fees by completing the appropriate forms at the Veterans Section of the Registrar's Office and taking them to the Cashier's Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who have failed to pay fees. Upon certification by the College and Veterans Administration, educational allowance is paid monthly

to the student for training time computed as follows:

Time	Regular Term	Six Week Term
Full	12 or more hrs.	Depends on
3/4	9-11 sem. hrs.	Specific
1/2	6-8 sem. hrs.	Courses
Fees Only	1-5 sem. hrs.	

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

## **STANDARDS OF PROGRESS FOR VETERAN STUDENTS**

Palm Beach Junior College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration Regulations:

(1) Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course, and record of enrollment in subjects from which there was a withdrawal.

(2) Complete academic records are maintained of previous college level academic training and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.

(3) A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this catalog.

(4) Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is not:

- 1.4 or better for 1 through 14 semester hours attempted
- 1.6 or better for 15 through 27 semester hours attempted
- 1.8 or better for 28 through 45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Quality points are assigned as follows:

- A — 4 quality points per credit hour
- B — 3 quality points per credit hour
- C — 2 quality points per credit hour
- D — 1 quality point per credit hour
- F — 0 quality point per credit hour
- W — withdrew
- WX — dropped by instructor
- I — Incomplete changes to "F" under conditions of the grading policy.

The scholastic standing of a student is determined by the ratio of the total number of hours attempted; ie; QP divided by Hrs. attempted equal GPA.

(5) If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.

(6) Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

The coordinator of Veterans Affairs is located in the Registrar's office, Tel. 439-8108 or 439-8109.

## **GENERAL REGULATIONS**



# Methods of Admission

## CERTIFICATE OF GRADUATION

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admission Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

## STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education, which is an official testing center for the State Department of Education.

Students 18 years of age, or older, who do not possess a high school diploma or GED, may be admitted as a special student. Upon completion of the first twelve (12) semester hours, if at least a 2.0 cumulative grade point average is attained, the student shall be admitted to A.S. degree or certificate programs that do not require a high school diploma or GED.

If the General Education Department Tests are taken in any language other than English, the applicant must show proof of proficiency in the English language.

## ADMISSION POLICIES

Palm Beach Junior College does not discriminate on the basis of race, color, ethnic status, national origin, sex, or handicapped status in admissions, educational programs, or other college programs and practices.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of a narcotic drug, or for campus disruptions.

## DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County high school to enroll concurrently in courses offered by Palm Beach Junior College. Specially selected students may receive up to seven college credits each fall and winter terms and up to four credits during the spring and summer terms. Credits can also be applied toward high school graduation.

Any Palm Beach County high school student, presently in tenth, eleventh, or twelfth grade, who wishes to enroll, must have the following:

1. A minimum of 3.0 high school grade point average

2. An adequate ACT or SAT score to qualify for college level English and mathematics
3. A recommendation/approval from parent, high school counselor, and principal.
4. An expressed intention to pursue a college degree.

Qualified students must obtain a Dual Enrollment Permission Form from their high school guidance counselor. This completed form must be submitted to the Registrar's office at Palm Beach Junior College, along with a regular PBJC application form for admission. A new dual enrollment form will be submitted for each term enrolled. The student may then register for any of the PBJC courses offered at the high school site, or with special permission from the high school principal, any course offered on the college campus. Courses not included are those remedial in nature, any of which are duplicates of courses available at the high school (CHM 1015 and MAT 1033), and all physical education courses.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met.

Students who are dual enrolled will not be permitted to participate in College activities.

## EARLY ADMISSION

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

## ADVANCED PLACEMENT

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a statewide agreement.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of forty-five (45) semester hours of credit. Twenty-one (21) hours may be earned through the following general examinations: **Natural Sciences, Mathematics, Humanities, and Social Sciences and History**. Additional credits may be earned through various subject examinations.

Effective August 1, 1983, Palm Beach Junior College no longer gives credit for English through the CLEP general examination in English Composition or the English Composition with Essay.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he expects to transfer and determine the acceptability of this credit.

## DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, where available, special credit courses examinations by paying the current matriculation fee. This fee is not refundable. Any credit earned will be reported to the student but will not be credited until after the student has registered. If the student drops during the first five days of the semester, the credit will not be granted.

## MILITARY SERVICE CREDITS

Palm Beach Junior College grants credit for United States Armed Forces Institute (USAIFI) College Level Examination Program (CLEP). Credit is not granted for USAIFI high school or college level General Education Development Tests. However, students may use the USAIFI GED for admission.

Palm Beach Junior College grants no credit for military service, military schools or for USAIFI courses.

## TRANSFER STUDENTS

A student is classified as a transfer student if he has previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the Registrar's Office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
3. Transfer students enrolling in either the Spring or Summer Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
4. Students transferring from an institution of higher learning which is not accredited by the Association of that area, but has candidacy status, are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
5. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. Out-of-state transfer students must have a cumulative GPA of 2.0 or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirements. "D" grades cannot be used in Areas I and II of General Education requirements.
6. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admission Committee.

## TRANSIENT STUDENTS

Students currently attending other colleges or university who plan to enroll at Palm Beach Junior College as a visiting student for the Spring or Summer Term should complete Palm Beach Junior College Application for Admission Forms, of if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

## INTERNATIONAL STUDENTS

Palm Beach Junior College is authorized under Federal law to enroll nonimmigrant alien students. The college welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. Applications must be made at least three months prior to the term in which a student plans to enroll if student wishes an I-20 (student visa) form.
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to U.S. high school graduation.
3. International applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Education Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results to be sent to Admissions at PBJC. Successful completion of level 108 or higher at an American institute of higher learning language center or an adequate score on the M.T.E.L. (Michigan Test) may be accepted in lieu of the Test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. Inquiries regarding sponsors should be directed to the International Student Advisor four to six months prior to the expected date of enrollment.
5. International students must be full-time day students while enrolled at Palm Beach Junior College and are expected to complete the two-year program in two years.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to international students. Limited funds for emergencies are sometimes made available by local community organizations through the International Student Advisor's Office.

Applicants will be notified by the Admissions Office of their acceptance and will be provided with Form I-20 as required by the United States Immigration Service.

## **NONDISCRIMINATORY POLICY**

Palm Beach Junior College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admissions, educational programs, or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admission Appeals Committee, chaired by the Vice President of Student Affairs.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for the campus disruption.

The EQUITY COORDINATOR of the college appointed in pursuant to the Florida Equity Act is Joseph Schneider, Director of Personnel.

## **RELEASE OF TRANSCRIPTS**

In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate.

# **Admission Procedures**

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

### **1. ADMISSION FORMS**

Complete the application form in detail, sign the residence affidavit, and forward completed application to the Admissions Office.

### **2. TRANSCRIPTS**

Send the transcript form to the high school last attended and request that your transcript be sent immediately to Admissions, Palm Beach Junior College.

If you have attended college elsewhere, you must submit official transcripts from all colleges attended, rather than the high school transcript. Please send transcripts directly to the PBJC ADMISSIONS Office. All previous work attempted will be used in computing cumulative grade point average.

### **3. STUDENT AFFAIRS HEALTH SERVICES FORM**

The College strongly recommends that all credit and non-credit, part-time and full-time students under 35 years of age who have not had measles (rubeola) or were immunized for measles before 1965, obtain a measles immunization prior to attending PBJC.

### **4. PLACEMENT TESTS**

All first-time-in-college degree-seeking freshmen are required to take the ACT (American College Testing Program) and have their scores reported to PBJC.

Results of this test are used in the academic advising process to help place students into proper levels of English, Mathematics and Reading courses and are not otherwise used for admission to the college. Students are to register in courses as indicated by the test results. The ACT test is offered five times a year on national test dates in October, December, February, April and June.

Residual testing on specifically scheduled dates is available for those not taking the ACT on national test dates. Notification of residual test dates and times will be included in the acceptance letter.

**Transfer Students** from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Junior College are not required to complete the ACT Test.

### **5. ACCEPTANCE OF STUDENTS**

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of its action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testings.

Any student falsifying application records will be subject to immediate dismissal without refund.

### **6. NON-DEGREE FORMS**

The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree form shall not be used with degree seeking or certificate seeking students or with students seeking any type of financial aid (Social Security, Veteran benefits, Federal grant, scholarships, etc.) and it shall not be used in lieu of a high school transcript.

### **7. GED APPLICANTS**

Prospective students who have not received their GED scores may be accepted conditionally by providing written proof, at or prior to the time of registration, of having taken the GED. Students shall not be allowed to register for credit courses until they have shown written proof of having taken the test.

## **ADMINISTRATIVE DIRECTIVE ON ENTRY-LEVEL TESTING**

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida. The two goals of the bill were: 1. To assure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computational skills. 2. To assure that students entering the junior year have acquired those communications and computational skills essential to success in upper division programs.

As a consequence, all first-time-in-college degree-seeking students must present scores from either the SAT or ACT. As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into a college-preparatory course will be allowed three attempts to complete the course.

Students who test into the college-preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the college.

Each advisor will use this information for placement of a student in mathematics, English or reading classes.

1. Beginning the Fall Term 1982, the American College Test (ACT) shall be the preferred test used in the initial placement of students in mathematics, English and reading courses. Scores on the scholastic aptitude test (SAT) will be accepted.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. A student may not take a mathematics or English course which is higher than the level that is indicated by the placement test results.
4. College preparatory courses in mathematics, English and reading shall be graded P-N and will be 6 contact hours per week.



### III. MEDICAL EXAMINATION:

A completed medical examination form from within one year prior to March 7th. The form **must** indicate immunization dates within the last **ten years**.

### IV. ACT TEST:

- A. A minimum standard composite score of 14 is required on the A.C.T.
- B. If subsections of the ACT test indicate the need for remedial course work in English or Math, this must be successfully completed prior to selection.
- C. ACT score less than 14 may be accepted if the applicant has:
  1. Completed 24 sem. hrs. of college work (not counting remedial courses).
  2. Successfully completed any remediation as in "B" above.
  3. Completed a least 6 sem. hrs. of Natural Science with grades of "C" or better.
  4. A college cumulative GPA of at least 2.0.
- D. ACT score may not be required if the applicant has:
  1. Completed requirements 1 through 4 of item IV, C above **and**
  2. Completed Freshman Communications I with at least a "C" grade.
  3. Completed college preparatory math (MAT 1000 and MAT 1024) or the nursing math, MGF 1120K (Ratio and Proportion) completed with a "C" or better or successfully challenged for credit Ratio and Proportion (MGF 1120K).

### V. CUMULATIVE GRADE POINT AVERAGE (GPA):

Must be at least 2.0 in **ALL** previous college work attempted. Selection will be based on the following criteria:

1. ACT test score.
2. Chemistry grade.
3. Cumulative Grade Point Average.

College GPA will be used if twelve or more semester hours have been attempted.

Florida citizens will have priority in the selection process.

ALL of the above requirements **must** be complete before an application can be considered.

Both men and women are eligible to apply, regardless of marital status or age. Students must **also** have a high school diploma from an accredited institution or a State high school equivalency diploma in order to be eligible to take the Florida licensing (Board) exam.

Applicants whose records are not complete by March 7th may be considered if vacancies are available prior to the beginning of the Fall Term. Applicants not accepted by the Fall Term must re-apply prior to the following March 7th if they wish to be considered for the subsequent class. There is no "waiting list". Each class is selected from the new applicant pool available by March 7th of each year.

If more than one failure in a clinical nursing course or courses is received, or if the student withdraws because he/she is failing more than two times from a clinical nursing course or courses, He/She may not re-enter the program. If the student is not an LPN, He/She may complete the LPN program and re-apply.

Students may challenge the nursing courses if previous experience and academic preparation warrants. Challenge exams must be arranged through the Program Manager.

It is strongly recommended that students take college Anatomy and Physiology before entering the program.

### TEN MONTH TRANSITIONAL PROGRAM — LPN TO RN

The transitional student may enter the nursing program any semester in which he/she qualifies.

#### Minimum Requirements for Admission:

1. Be a licensed Practical Nurse.
2. Have at least a 2.0 average on all college work.
3. Have at least a "C" in Anatomy and Physiology, Microbiology and Chemistry (must be within five years).
4. Have passed the challenge examinations in (a) Nursing concepts; (b) Nursing Process I.
5. Have completed the following courses:

		Credits
APB 1190	Anatomy and Physiology I	2
APB 1190L	Anatomy and Physiology I Laboratory	1
APB 1191	Anatomy and Physiology II	2
APB 1191L	Anatomy and Physiology II Laboratory	1
APB 1170	Microbiology	2
APB 1170L	Microbiology Laboratory	1
CHM 1015	Principles of Chemistry (will accept if has been within 5 years in high school)	3
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
NUR 2000***	Introduction to Professional Nursing	1
PSY 2012	General Psychology	3
HUN 1201*	Elements of Nutrition	3
NUR 2130*	Human Growth and Development	3
MGF 1120K**	Ratio and Proportion for Nurses	1
PE (2)	Physical Education (if under 35 years of age)	2

6. Students will need to have accident insurance of some type.
7. Students will need to have physical examinations.
8. Students must have current CPR Certification.
9. Students must have had a minimum of six (6) months full-time work experience in acute care setting within the last five (5) years or have graduated from the LPN Program within the last 5 years.
10. A math dosage exam must be passed before selection. See the nursing office.

Credit as listed below will be given when the applicant has passed each of the challenge exams with a least a "C" grade:

NUR 1023 Nursing Concepts	6 credits
NUR 1219C Medical Surgical Nursing 1	6 credits
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The fee for challenge exams is the current matriculation fee.

\* May be challenged - must do so before time to sign up for class.

\*\* May be challenged, providing mathematics is no problem.

\*\*\* Must be taken as a prerequisite course or concurrently with the first nursing course offered (Fall and Winter Terms only).

### DENTAL HEALTH SERVICES

For the purpose of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Service students.

### DENTAL HYGIENE - ADMISSIONS

- A. The following requirements must be met for admission to the program:
  1. Proof of Florida residency for at least one year prior to registration date.
  2. A completed Dental Hygiene application.

3. Completed medical and dental examination forms. These must not be more than one year old at the start of the fall term in which the applicant is to be admitted. Due to the educational process at the institution, it is imperative that no only current condition, but past history conditions be listed in the appropriate space, i.e., rheumatic fever, mitral valve prolapse, congenital heart disease, heart murmur (functional or organic), allergies or hepatitis.\*
- B. ALL official high school and college transcripts.
  1. Cumulative GPA on all college transcripts must be 2.0 or better.
  2. An official transcript documenting that the natural sciences have been taken within the last five years and the dental sciences have been taken within the last three years. If those courses are beyond the time limit, you may qualify by challenge examination. The basic (natural) science challenge examination(s) must be completed prior to the selection/admission process. Dental sciences may be challenged after acceptance into the program.
- C. Dental Hygiene Application complete and returned to the Admissions Office.
- D. An ACT composite test score of 14 or better (or SAT verbal test score of 340 or above).
  1. If test scores are such that college preparatory work is required in English, reading or math, this work must be successfully completed prior to selection.
  2. ACT score less than 14 (or SAT less than 340) may be accepted if the applicant has:
    - a. Completed 24 semester hours of college work (not counting remedial courses).
    - b. Successfully completed any remediation as in "1" above.
    - c. Completed at least 6 college semester hours of natural science with grades of "C" or better.
    - d. A college cumulative GPA of 2.0 or better.
  3. ACT or SAT score may be waived if the applicant has a college degree, A.S./A.A. or higher, from a regionally accredited institution.

Applicants are strongly recommended to complete as many of the core courses, emphasizing the natural sciences, as possible, prior to application into the program.

\*HEPATITIS - Upon acceptance into the program, if you have a history of hepatitis, you must present a letter from your physician or clinic stating whether it was type A, type B, or type Non A- Non B. If you have a history of hepatitis B or hepatitis Non A-Non B, you must present proof that you are not a carrier by having the HB Antibody/HBS Antigen test.

#### DENTAL ASSISTING

Applicants must (1) have a medical and dental examination, results of which are recorded on a form furnished by the College; (2) have a personal interview with a staff member of the Dental Assisting Program.

#### DENTAL LABORATORY TECHNOLOGY

Applicants must (1) take the aptitude test as scheduled by the PBJC Dental Health Center; (2) have a personal interview with a staff member of the Dental Laboratory Technology Program.

#### RE-ADMISSION PROCEDURES TO DENTAL HEALTH PROGRAMS

Should a Dental Hygiene or Assisting student voluntarily withdraw before completion, or fail to meet course requirements and decide to return, it will be necessary to:

1. Reapply as a new student.

2. All student application records must be updated to be considered for the new class.

#### OCCUPATIONAL THERAPY ASSISTANT

Applicants must (1) be a high school graduate (2) have ACT scores of 14 or above in English and 13 or above in Mathematics or SAT scores of 30 or above in English and 400 or above in Mathematics.

#### INTERNATIONAL EDUCATION ACCEPTANCE GUIDELINES FOR LIMITED ACCESS PROGRAMS

The policy for the consideration of admission of international students into the limited access programs is as follows. The student will have:

1. at least a 500 on the TOEFL or at least a 70 on the Michigan English Language Proficiency Exam;
2. the equivalent to a high school diploma;
3. successfully completed with a "C" or better all the course prerequisites for selection prior to entry into the major field of interest;
4. completed all of the diagnostic entrance exams required or 24 college semester hours with at least a 2.0 CGPA. These hours will include at least two natural sciences with grades of "C" or better;
5. submitted their applications directly to the Registrar's Office; and
6. completed all of the application material prior to the deadline date as set forth by the Registrar's Office.

#### REACTIVATED STUDENTS

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

#### DUAL COLLEGE ENROLLMENT

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted in Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

#### HANDICAPPED STUDENTS

Palm Beach Junior College is making efforts to comply with all laws and regulations applicable to qualified handicapped individuals as required in Section 504 of the Rehabilitation Act of 1973.

College personnel are aware of the kinds of problems handicapped students face and are anxious to help solve them.

A common effort has been undertaken to make College facilities and service available and useful to students with physical and other types of disabilities.

Information about the accessibility and facilities of campus buildings, classroom assistance, parking, and schedule accommodations is available.

It is helpful to identify needs before registration. Please inquire of the Director of Health Services.

## SENIOR CITIZENS

Senior citizens are a welcome part of the student body at Palm Beach Junior College, in both day and evening classes. A board policy designed to encourage even full use of the college by senior citizens is given in detail in the "PBJC FEES" section.

## PBJC Fees

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order, or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration; one for registration and one which may be used to purchase books and supplies. All fees subject to change by action of the Board of Trustees.

## BASIC FEE SCHEDULE

Student fees at Palm Beach Junior College have been established by the Board of Trustees effective as follows:

### In State Students (Florida Residents)

Matriculation Fee, \$24.50 per semester hour-all terms.

### Out-of-State Students (non-Florida Residents)

Matriculation and Tuition Fee, \$46.75 per semester hour-all terms.

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

Application Processing Fee:	\$10.00*
Application Processing Fee (International Students):	\$25.00

\*Students enrolling under the Senior Citizen Fee Waiver or other fee waiver programs would be exempt from this fee.

## SPECIAL FEES\*

### MISCELLANEOUS FEES

#### Fees for Parking:

All licensed vehicles, other than visitors, will be required to have parking decal. Employees (full-and part-time) will not be charged for decals. Decals will expire August 1 of each year.

Decals will be obtained at the Security Office and College Bookstore for the following amounts:

Fall and/or Winter Term ..... \$5.00

Spring or Summer Term ..... \$2.00

Replacement and for temporary use of another vehicle ..... \$1.00

Decals will be required for workshops as follows:

(a) 0 to 7 weeks temporary guest decals will be issued free.

(b) 7 weeks or more a decal must be purchased, priced as above.

Fraudulent use of parking decal can result in a fine equal to the appropriate fee.

An area south of Eissey Street will be designated as decal-free parking after 4:30 p.m.

### Parking and Traffic Fines

Parking in handicapped space .....	\$10.00
Failure to register a vehicle.....	\$ 5.00
Parking and Miscellaneous Violations .....	\$ 5.00

### Moving Violations

1st Offense .....	\$ 5.00
2nd Offense.....	\$10.00
3rd Offense .....	\$15.00
4th Offense.....	.Automatic suspension of campus driving privileges.

Transcript Fee ..... \$2.00

Additional transcripts will not be issued until this fee is paid. Final Examination Fees..... \$3.00

### Fee for Department and Special Course

Examinations .....	Current Matriculation Fee
Special Announced Test Fee (make-up) .....	\$2.00
Graduation Fee .....	\$15.00

Returned Check Fee..... \$10.00 or 5% of check, whichever is greater

Student Liability Insurance Fee..... \$12.50 Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

\*Special fees are assessed in addition to the Basic Fee schedule. Special fees may vary from Center to Center.

### DENTAL HYGIENE CLINIC MATERIALS FEES:

#### Cleaning and X-rays:

Employees and students .....	\$2.00
Anyone off-campus over 18 years of age .....	\$8.00
Anyone off-campus under 18 years of age .....	\$4.00

#### X-rays only:

Employees and students .....	\$1.00
Anyone off-campus over 18 years of age .....	\$4.00
Anyone off-campus under 18 years of age .....	\$2.00

### LIBRARY FEES

If a book is lost, you pay the acquisition price of that book. For an overdue book the charge is 5¢ a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

### APPLIED MUSIC FEES

All Applied Music courses require special fees.

Applied Music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard), MVO (Percussion), MVS (Strings), MVV (Voice), or MVW (Woodwinds).

#### Applied Music - Class Instruction

(2 class hours weekly) ..... \$30.00

One hour lessons weekly ..... \$70.00

Principal Instruction—Freshman and Sophomore Level)

### PHYSICAL EDUCATION FEES\*

Aquatics (Fundamentals of), PBJC Central.....	\$ 17.00
Aquatics (Fundamentals of), PBJC North.....	\$ 5.00
Bowling .....	\$ 35.00
Racquetball, PBJC North .....	\$ 24.00
Scuba, PBJC Central .....	\$100.00

\*Fees estimated and are subject to change. Fees may vary from campus to campus.

**LABORATORY AND SPECIAL CLASS FEES**

APB 1170L	Microbiology Lab . . . . .	\$27.50
APB 1190L	Anatomy and Physiology I Lab . . . . .	22.50
APB 1191	Anatomy and Physiology II Lab . . . . .	22.50
ART 1100	Arts and Crafts I . . . . .	10.00
ART 1101	Arts and Crafts II . . . . .	10.00
ART 1110	Introduction to Ceramics . . . . .	10.00
ART 1111	Intermediate Ceramics . . . . .	10.00
ART 1155	Enameling and Jewelry . . . . .	10.00
ART 1203	Three Dimensional Design . . . . .	10.00
ART 1230	Advertising Design I . . . . .	10.00
ART 1300	Drawing Fundamentals . . . . .	10.00
ART 1301	Intermediate Drawing . . . . .	10.00
ART 2130	Fibers and Fabrics . . . . .	10.00
ART 2231	Advertising Design II . . . . .	10.00
ART 2232	Advertising Design III . . . . .	10.00
ART 2302	Life Drawing . . . . .	10.00
ART 2400	Introduction to Printmaking . . . . .	10.00
ART 2401	Printmaking . . . . .	10.00
CHD 1320	Methods and Materials I . . . . .	10.00
CHD 1338	Methods and Materials II . . . . .	10.00
CHM 1015L	Principals of Chemistry Laboratory . . . . .	15.00
CHM 1045L	General Chemistry . . . . .	15.00
CHM 1046L	General Chemistry II . . . . .	15.00
CHM 2120C	Quantitative Analysis . . . . .	10.00
CHM 2200C	Principals of Organic Chemistry . . . . .	10.00
CHM 2210L	Organic Chemistry I Laboratory . . . . .	20.00
CHM 2211L	Organic Chemistry II Laboratory . . . . .	20.00
CJT 2100	Criminal Investigation . . . . .	2.00
CJT 2140	Introduction to Criminalistics . . . . .	2.00
COC 1110	Introduction to Computers . . . . .	7.50
COP 1160	Programming R.P.G. II . . . . .	10.00
COP 1170	Technical Basic . . . . .	10.00
COP 1140	Assembly Language Programming . . . . .	10.00
COP 2110	FORTRAN Programming . . . . .	10.00
COP 2120	Programming COBOL . . . . .	10.00
COP 2121	COBOL Applications . . . . .	10.00
COP 2394	CICS (Customer Information Control System) . . . . .	10.00
CTE 1401	Textiles . . . . .	5.00
DEA 1020C	Preclinical Orientation . . . . .	10.00
DEA 1800C	Clinical Practice I . . . . .	10.00
DEA 1801C	Clinical Practice II . . . . .	10.00
DEA 1820C	Intraoral Auxillary Procedures I . . . . .	10.00
DEA 1821C	Intraoral Auxillary Procedures II . . . . .	10.00
DEA 1850C	Clinical Practice III . . . . .	10.00
DEH 1003L	Clinical Dental Hygiene I . . . . .	20.00
DEH 1800L	Clinical Dental Hygiene II . . . . .	20.00
DEH 2804L	Clinical Dental Hygiene III . . . . .	20.00
DEH 2806L	Clinical Dental Hygiene IV . . . . .	20.00
DES 1000L	Dental Anatomy . . . . .	10.00
DES 1100L	Elements of Dental Materials . . . . .	15.00
DES 1200L	Dental Radiology . . . . .	10.00
DTE 1100L	Complete Denture Techniques I . . . . .	20.00
DTE 1101L	Complete Denture Techniques II . . . . .	20.00
DTE 1105C	Partial Denture Techniques I . . . . .	20.00
DTE 1110L	Cast Inlay and Crown Techniques . . . . .	20.00
DTE 1140L	Ceramics . . . . .	20.00
DTE 1150L	Crown and Bridge Technique I . . . . .	20.00
DTE 2106C	Partial Denture Techniques II . . . . .	20.00
DTE 2130L	Special Prosthesis . . . . .	20.00
DTE 2131L	Ortho and Pedo Removable Appliances . . . . .	20.00
ART 2701	Sculpture . . . . .	10.00
ATT 1600	Basic Instrument Flight Simulator Lab . . . . .	75.00
ATT 2605	Basic Instrument Flight Advanced Simulator Lab . . . . .	75.00
ATT 2610	Advanced Instrument Flight Simulator Lab . . . . .	100.00
ATT 2961	Instrument Refresher Simulator Lab . . . . .	20.00
BCN 2253C	Architectural Drafting . . . . .	3.50
BOT 1010L	General Botany I Laboratory . . . . .	17.50
BOT 1153L	Botany II Laboratory . . . . .	17.50
BSC 1010L	Principles of Biology Laboratory . . . . .	15.00
CAP 1220	Computer Drafting . . . . .	12.50

CAP 2230	Advanced Computer Drafting . . . . .	12.50
DTE 2151L	Crown and Bridge Technique II . . . . .	20.00
EEC 2531	Early Childhood Lab I . . . . .	5.00
EEC 2533	Early Childhood Lab II . . . . .	5.00
EET 1004C	Essentials of Electricity . . . . .	3.00
EET 1033L	Circuit Analysis Laboratory . . . . .	3.00
EET 2121C	Electronics I . . . . .	3.00
EET 2122C	Electronics II . . . . .	3.00
EMS 2234	Emergency Medical Technology Paramedic I . . . . .	20.00
EMS 2235	Emergency Medical Technology Paramedic II . . . . .	20.00
ETD 2705	Advanced Engineering Design . . . . .	3.50
ETD 2801C	Technical Illustration . . . . .	3.50
ETG 2530	Properties and Testing of Materials . . . . .	3.00
ETI 1411C	Manufacturing Processes . . . . .	3.00
FSS 1112	Foods for Children . . . . .	10.00
FSS 1210	Basic Food Preparation . . . . .	10.00
FSS 1221	Principles of Quantity Food Production . . . . .	15.00
FSS 1222	Quantity Food Production II . . . . .	15.00
FSS 2248	Pastry and Garde Mange I . . . . .	15.00
FSS 2249	Pastry and Garde Mange II . . . . .	15.00
GRA 1500	Graphic Arts Industries . . . . .	7.50
GRA 1501	Graphic Arts Technology I . . . . .	7.50
GRA 1530	Typography . . . . .	7.50
GRA 1573	Graphic Arts Technology II . . . . .	7.50
GRA 1950	Production Graphics . . . . .	7.50
GRA 2505	Screen Printing . . . . .	10.00
GRA 2508	Ink and Color . . . . .	7.50
GRA 2784	Graphic Arts Technology III . . . . .	7.50
NUR 1023	Fundamentals of Nursing . . . . .	10.00
NUR 1210	Nursing Process I . . . . .	10.00
OCB 2013L	Introduction to Marine Science Lab . . . . .	6.00
OST 1100	Beginning Typewriting . . . . .	10.00
OST 1108	Typewriting . . . . .	10.00
OST 1110	Intermediate Typewriting . . . . .	10.00
OST 1211	Shorthand . . . . .	10.00
OST 1212	Dictation and Transcription . . . . .	10.00
OST 1711	Information Proc I/Applica . . . . .	10.00
OST 2722	Information Proc II/Applica . . . . .	10.00
OST 2120	Advanced Typewriting . . . . .	10.00
OST 2253	Legal/Medical Dictation Transcription . . . . .	10.00
OST 2401	Clerical Office Practice . . . . .	10.00
OST 2402	Secretarial Office Procedures . . . . .	10.00
OST 2601	Machine Transcription I . . . . .	10.00
OST 2602	Machine Transcription II . . . . .	10.00
OTH 1121	Therapeutic Media . . . . .	10.00
OTH 2100C	Occupational Therapy Activities Lab . . . . .	10.00
PCB 2063	Experiments in Genetics . . . . .	15.00
PEL 1346	Badminton . . . . .	3.00
PEL 1441	Racquetball . . . . .	5.00
PEL 2121	Golf . . . . .	5.00
PEL 2141	Archery . . . . .	5.00
PEL 2341	Beginning Tennis . . . . .	3.00
PEL 2342	Intermediate Tennis . . . . .	3.00
PEM 1104	Physical Fitness . . . . .	5.00
PEM 1116	Slimmastics-North . . . . .	20.00
PEN 1231	Basic Sailing . . . . .	5.00
PEN 2122	Swimming and Diving . . . . .	5.00
PEN 2122	Swimming and Diving-North . . . . .	20.00
PGY 1101	Introduction to Photography . . . . .	10.00
PGY 2116	Dye-Transfer Photography . . . . .	10.00
PGY 2440	Experimental Photography . . . . .	10.00
PGY 2221	Techniques of Commerical Photography . . . . .	10.00
PHY 2048L	Laboratory for PHY 2023 and PHY 2048 . . . . .	15.00
PHY 2049L	Laboratory of PHY 2024 and PHY 2048 . . . . .	15.00
PSC 1341L	Physical Science Laboratory . . . . .	15.00
SUR 2101C	Surveying I . . . . .	3.00
SUR 2610C	Surveying II . . . . .	3.00
ZOO 1013L	General Zoology Laboratory . . . . .	17.00
ZOO 2713L	Comparative Vertebrate Anatomy Lab . . . . .	22.50

## **CENTER FOR EARLY LEARNING FEES:**

1. Overall nonrefundable materials fee of \$15.00 is to be paid by the parents of the student prior to enrollment each term. If the child is enrolled after beginning of term, materials fee will be graduated on monthly basis.
2. The enrollment fee is \$30.00 per week for each child.
3. A fee in the amount of \$1.00 per week for each child for snacks will be assessed.

## **FEES FOR SENIOR CITIZENS IN CREDIT CLASSES**

Senior Citizens who are residents of Florida and 60 years of age or older may register at the beginning of each term for a maximum of two classes on the final day of a regularly scheduled drop/add period providing a vacancy exists in a section of a credit class and the fee will be waived. The exception will be enrollment in programs requiring selective admission criteria.

Senior citizens will be expected to pay all regularly assessed special fees for any classes in which they enroll.

Senior citizens, for the purpose of this policy, shall be those individuals who have reached the age of 60 by the day of registration.

## **SHORT COURSE, NON-CREDIT FEES**

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

## **OTHER INDIVIDUAL PROGRAMS COSTS**

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, and Occupational Therapy Assisting must purchase approved insurance and provide the transportation to the agencies for clinical experience. Nursing, Dental Hygiene, Dental Assisting, Dental Laboratory Technology, Paramedic, and Occupational Therapy Assistant student must also purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

## **REFUNDS**

Students who withdraw from college within the first five class days of any term (except Spring and Summer Terms — first three days), not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify the Registrar.

Prescheduled students who have prepaid fees will be reimbursed one hundred percent of fees paid, if they notify the Registrar's office in person before classes begin for any term. After classes begin, only eighty percent will be reimbursed.

Students must present completed documentation for change from out-of-state to in-state classification to the Registrar before the first day of classes to be eligible for a refund of the out-of-state portion of their fees.

## **GRADUATION FEE**

**100% refund:** Students who fail to meet graduation requirements due to College error, including advising errors.

**No Refund:** Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance, or when official permission has been given to graduate in absentia.

## **SPECIAL FEES FOR MUSIC**

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

## **SPECIAL FEES FOR PHYSICAL EDUCATION**

Some of these fees are held in trust for the vendor, and a

100% refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

## **DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)**

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the office of Student Activities will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

## **STUDENT FEE AUDIT**

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fee as a result of this audit will be required to pay them. Overcollection of fees will be refunded.

## **SOCIAL SECURITY**

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be a in full-time attendance in an educational institution. Full time at PBJC is 12 credit hours.

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## **STUDENT RESIDENCE CLASSIFICATION**

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A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Students may change to Resident Student at the change of term after having their legal domicile in the State of Florida for 12 months. To change to Resident Student, a Declaration of Domicile must be on file in the Registrar's Office prior to the first class meeting.

### **RESIDENT STUDENT**

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent resident in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

### **OUT-OF-STATE**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an Out-of-State tuition fee. (Proof of guardianship required.— Employees of the School Board of Palm Beach County or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the county superintendent's office or from the College.

### **SOPHOMORE AND FRESHMAN**

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

### **FULL-TIME STUDENT**

A student is considered a full-time student when he is carrying twelve or more semester hours of credit. A Spring or Summer Term student must carry 4 semester hours in each six-week Term to be considered full-time during that Term. Although audit courses carry no credit, they are counted as part of the student's load. However, when figuring credit load for Selec-

tive Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

## AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor.

## ATTENDANCE, WITHDRAWAL, AND CHANGE-OF-GRADE PROCEDURES

Punctual and regular attendance is expected of students in all course and course activities for which they are registered. Any class session missed, regardless of cause, reduces the opportunity of learning and frequently affects adversely the grade the student achieves in a course. A student is required to attend at least 90% of the class meetings in order to receive credit for the course. An accurate record of attendance and tardies will be kept for each class. If a student misses as much as one-third of a class, he will be counted absent. Three tardies will be counted as one absence.

If, for some unavoidable reason, a student should have to miss a class session, it is the student's responsibility to contact the teacher immediately to determine what measures can be taken to maintain the continuity of the course. It shall be the decision of the teacher as to whether or not the student shall be permitted to make up the work missed.

Any student who misses more than 10% of the class meetings after last day of drop and add for a particular course will receive a grade of "WX" or "F", unless the teacher, because of extreme extenuating circumstances, permits the student to remain in the course; or unless the student completes an official withdrawal form. An official withdrawal would entitle the student to a grade of "W".

A student when officially representing the College, such as on a field trip, shall not be counted absent, provided prior notice is given the teacher and the work is made up.

In order to withdraw from or audit a course, a student must properly complete the process before the end of the 10th week of the Fall or Winter Term, or before the end of the 4th week of the Spring or Summer Term.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent Fall or Winter Term or they are automatically changed to "F".

A teacher's change of grade for a course taught in the Fall Term must be completed before the end of the following Winter Term. Any grade changes for classes taught in the Winter Term, Spring Term, or Summer Term must be completed before the end of the following Fall Term.

## ABSENCE FROM EXAMINATIONS.

Absence from an examination will count as failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## GRADING

### GRADING SYSTEM

The following grading system is used in Palm Beach Junior

### College:

A	— Excellent	I	— Incomplete
B	— Good	W	— Withdrawn
C	— Fair	AU	— Audit
D	— Poor but Passing	NC	— Non-credit Course
F	— Failure	WX	— Withdrawn for Excessive Absences
N	— No Pass		
P	— Pass		

### GRADE POINT AVERAGE

The grade point average is determined by dividing the total quality points earned by the total semester hours attempted. Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hours; C, 2 quality points per credit hour; D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average.

### GRADE REPORTS

Grade reports are sent to students at the end of the term; a progress report is given the student at midterm. The only grades officially recorded are those issued at the end of the term.

### ACADEMIC HONORS LIST

The Academic Honors List shall be published for all campuses at the end of each major term. All students who have made an average of 3.0 or more (B or above) while carrying a full academic load within a term shall have their names placed on the Academic Honors List.

### ACADEMIC HONORS LIST FOR PART-TIME STUDENTS

The Academic Honors List of part-time students shall be published for all campuses at the end of the Winter Term. All students accumulating twelve (12) or more credits during consecutive terms (Fall and Winter) and who have made an average of 3.0 or more (B or above) for those two terms of the academic year shall have their names placed on the Academic Honors for part-time students.

### STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Academic Honors List of the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during the Fall or Winter Term and 9 semester hours during the Spring or Summer Term.

### INCOMPLETE WORK

Incomplete grades are changed to "F" automatically if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### ACADEMIC PROBATION

Palm Beach Junior College is responsible for providing a student with the best possible education in both an economical and efficient manner. In order to achieve this, the College requires each student to maintain reasonable academic progress.

Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as he or she fails to achieve the standard set for the number of hours attempted.

Any student on academic probation will be limited in his course load to a maximum of 12 semester hours during the Fall and Winter Terms and 4 semester hours during the Spring and Summer Term.

# STANDARDS OF PROGRESS

## Cumulative Quality Point Average of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

Probation will be figured at the end of each school term (Spring and Summer Terms will be considered as one term for semester system).

A committee on probation will be appointed by the College President to pass on any appeal cases.

# POLICIES

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter-Social Club Council. Each student, by the act of registering, obligates himself to obey rules and regulations formulated by the college.

## SECURITY OF STUDENT RECORDS

### 1. INSPECTION OF RECORDS

#### A. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (The Buckley Amendment) the student records at PBJC (located in the Office of the Registrar) are open for inspection only by the student or parents of dependent students (as defined by Section 152 of the Internal Revenue Code) and as per Paragraph #99.31 of the Buckley Amendment.

- 1. School officials who have legitimate educational interests.
- 2. State educational authorities.
- 3. Federal and State officials representing state or federal programs.
- 4. Persons having written authorization for release.
- 5. Officials in compliance with Judicial orders.

#### B. Viewing the Record

- 1. Permanent records are never permitted out of Office of the Registrar.
- 2. Students may view their records at the counter in the presence of office personnel.

### 2. PRIOR CONSENT FOR DISCLOSURE OF RELEASE OF RECORDS

#### A. Copies of Material in Record

- 1. Transcripts are released only upon written consent of the student or parents of dependent student (as per Paragraph #99.30 of the Buckley Amendment).
- 2. A \$2.00 fee for each copy should accompany each request.
- 3. If a student or parent of dependent student cannot have access to record (i.e. lives too far away) copies may be made and the fee schedule for transcripts (A.2) will be applied. (As per Paragraph #99.11 of the Buckley Amendment).

B. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- 1. Address (not over the telephone)
- 2. Dates of attendance
- 3. Date and place of birth
- 4. Major field of study

- 5. Weight and height of members of athletic teams
  - 6. Degrees and awards received
  - 7. Educational institution attended  
A student must submit to the Registrar's Office a written notice stating which of the above items is not to be released to the general public.
- C. Palm Beach Junior College forwards education records on request to a school in which a student seeks or intends to enroll.

### 3. RIGHT TO HAVE AN PROCEDURE FOR CONDUCTING A HEARING

- A. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange for a hearing.
- B. A hearing will be conducted accordingly as per Paragraph #99.22 of the Buckley Amendment.
  - 1. The hearing will be within a reasonable period of time after the request is received.
  - 2. The parent or eligible student shall be given notice of date, place and time reasonably in advance.
  - 3. A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## UNPAID ACCOUNTS

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

## PREREQUISITES

A student who registers for any course for which he has not completed the prerequisites must consult with the chairperson of the department offering the course. The chairperson may make the decision to remove the student from the course; move the student to the prerequisite course; or allow the student to remain in the course.

## REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the College.

## REPEATED COURSES AND ACADEMIC AVERAGE

As of December 1970, only the last attempt of a repeated course is used in Quality point average computation.

The forgiveness policy pertains only up to the time of the awarding of the AA degrees and does not extend beyond that time.

## CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

## HEPATITIS B PRE-SCREENING

All potential patients for either the Dental Hygiene clinic and/or the Dental Assisting clinic shall, upon having a history of Hepatitis B, provide a negative blood test for Hepatitis B to the Department Chairperson or designated representative before being accepted as a patient in the clinic area. The Dental Health Services faculty and students shall be advised of the availability of a Hepatitis B vaccine that is available, in the community. Costs involved in the administration of the vaccine will not be reimbursed by the College.



**EDUCATIONAL OPPORTUNITIES**

# Continuing Education

Continuing Education at Palm Beach Junior College has grown to a multicampus operation of educational and related services which exists in several formats. These include programs, courses, and projects. The majority of such activities are noncredit, although credit offerings are available under the sphere of Continuing Education.

## CONTINUING EDUCATION OFFERINGS

Palm Beach Junior College offers occupational, developmental, and nonoccupational (citizenship and avocational) Continuing Education programs, courses and projects.

### Occupational

Occupational offerings are available in the areas of agriculture, distributive, health occupations education, home economics, office occupations, trade and industrial occupations, and public service. Continuing Education Units (CEUs) may be earned for satisfactory completion of the programs and courses. These courses are scheduled throughout the year when there is a demand. Individuals and organizations are invited to suggest programs which might be developed through cooperative planning with the college. Palm Beach Junior College provides classroom facilities, equipment, materials, professional consultants and instructors for the development and implementation of programs of study. In addition, the Division of Continuing Education can contract with business and industry to provide customized educational services to their employees.

The Professional Management Certificate program provides educational services to those persons desiring to prepare for volunteer administration. The program of studies is developed in corporation with Directors of Volunteer Services (DOVS). The course are accepted by the Association of Volunteer Administrators (AVA) in partial fulfillment of AVA certification requirements.

The following noncredit occupational offerings were scheduled in 1987/88.

#### AGRICULTURE

Horticulture Maintenance  
Landscape Maintenance  
Lawn & Golf Greens Management  
Lawn & Ornamental Pest Control  
Lawn Maintenance  
Turf Grass Short Course  
Pest Control Technician Training

#### DISTRIBUTIVE

Advertising Techniques for Small Business  
Basic Double-Entry Bookkeeping for Small Business  
Basic Sales Skills  
Bookkeeping for Small Business  
Breaking Out of Career Traps  
Building an Export Business  
Building and Import Business  
Buy A Small Computer for Business  
Buying a Home Computer  
Career Tracks  
Computer: Affordable to all Business  
Condominium Operations  
Credit & Collection Management

Crime Prevention  
Domestic Marketing of Imports  
Executive Housekeeping  
Exporting/Importing for Profit  
Finance & Documentation  
First Level Management  
Going Into Business for Yourself  
How to Develop & Use Your Business Plans  
International Market Research  
Letters of Credit  
Managing a Small Business  
Mind Your Own Business  
Motivating Employees  
Personnel Management for Small Business  
Preparing Women for Management  
Professional Salesmanship  
Real Estate Post Registration, 3 hours Core Law  
Real Estate License Exam Review  
Real Estate License Reactivation, 21, 28, 35 & 56 hours of specified sessions & topics  
Recordkeeping & Tax Management for Small Business  
Retail Sales Display Techniques  
Sales: A Successful Career  
Sales Management Seminars  
Start a Home-Based Business  
Talking in Business  
Tax - Individual  
Time Management  
Travel Agency Procedures  
Wills, Trusts & Estates  
Women in Business

**HEALTH OCCUPATIONS EDUCATION**

ACLS  
Aeromedics  
AIDS  
\*Alcoholism and Substance Abuse  
Allergies and Asthma  
\*Alzheimer's Disease  
Antibiotics  
\*Anorexia Nervosa and Bulimia  
\*Anxiety Control  
Arthritis  
Assertiveness Training  
Basic Electrocardiography  
Basic Radiology & Technology  
Blood Lipid Levels  
COPD  
Cardiopulmonary Resuscitation  
Cancer Nursing  
\*Child Abuse  
Communication Skills  
Congenital Anomalies  
Counseling with Patients  
\*Dental Radiology  
\*Depression Management  
Diabetes  
Emergency Nursing  
Epilepsy  
Fluid & Electrolyte Balance  
Food-Borne & Water-Borne Diseases  
Hepatitis  
Herpes  
Intermediate Electrocardiography  
Legal Aspects of Nursing  
Long Term Nursing Care  
Nursing Assessment  
Nutrition in Cancer, Diabetes, Maternal-Infant Care, Health Promotion, Alcoholism, the Cardiovascular Patient, During Stress and for Adolescents & Athletes  
Ophthalmology  
Osteoporosis  
\*Pain Management  
Parkinson's Disease  
Pharmacology  
\*\*Psychology of Aging

\*Renal Disease  
Respiratory Nursing  
\*Sexual Assault  
Sexually Transmitted Diseases  
Skin Disorders  
\*Stress Management  
Stroke  
\*Substance Abuse  
\*Suicide Intervention Techniques  
\*Supervision and Management  
\*Teenage Pregnancy  
Telemetry  
Total Hip Patient Nursing Care  
Total Parental Nutrition  
\*Type-A Behavior  
Urology  
\*Visualization  
  
Special Courses for Child Care Workers, Dental Assistants, Dental Hygienists, Dietitians, Nursing Home Administrators, X-Ray Technologists and other professional groups are held during the year.

\*These courses are approved by Psychological Services for MHC, MFT, CSW, & SP.  
\*\*This course is approved for Clinical Psychologists.

## HOME ECONOMICS

Child Development I  
Child Development II  
Creative Learning Materials  
Creative Physical Education Activities  
Decorative Machine Stitchery  
Developing Math Concepts for Early Learners  
Effective Classroom Techniques for Child Care Personnel  
Food & Beverage Service Training  
Food Service Seminar Series  
Interior Decorating  
Positive Approaches to Discipline  
Sanitation and Safety for Food Service Personnel  
Science Activities for Preschool Children

## OFFICE OCCUPATIONS

Basic Word Processing  
Data Entry/P.C. Operations Training  
DBase II Management  
Legal Assistants Exam Review  
Microcomputer: Selected Software  
Small Computer Applied to Business

## TRADE AND INDUSTRIAL OCCUPATIONS

Carpenter's Apprenticeship  
Chef's Apprenticeship  
Contractor - Building & General  
Contractor - Residential  
Contractors Preparation  
Construction Productivity Improvement  
Executive Housekeeping  
Figure Clay Sketching  
Fine Print  
Photo Sensitometry  
Review for Mechanical Engineers  
Technical Review for Civil Engineers I  
Technical Review for Civil Engineers II  
Technical Review for Electrical Engineers  
Water and Pollution Control  
Zone System Photography

## PUBLIC SERVICE

Accident Investigation  
Advanced Arson Investigation  
Advanced Latent Print Examiner

Auxiliary Recruit Training  
Basic Computer Theory and Applications  
Basic Police Radar  
Basic Police Recruit Refresher  
Basic Standard Corrections Officer  
Basic Standard Recruit  
Breathalyzer Maintenance  
Breathalyzer Refresher  
Breathalyzer Technician  
Career Development Officer - Int.  
Career Development Officer-Refresher  
Communications and Personnel Management  
Conversational Spanish for Police Officers  
Coping with Psychological Stress in Public Safety Professions  
Criminal Law  
Crisis/Stress Management  
EAEO Guidelines for Interviewing and Hiring  
Effective Communication  
Employer-Employee Communication  
Executive Development  
Financial Roundtable  
First Level Management  
First Responders Course  
Effective Supervisory Practices  
Florida Fire Prevention  
Government-Media Relations  
Intro to Computer-Related Crimes  
Intro to Telephone Services in a Deregulated Environment  
Jail Seminar  
Layer-Land Surveyor Conference  
Local Personnel Administration  
Major Case Investigation  
Mechanic's Lien  
Noise Control for City/County Noise Ordinance Personnel  
Organized Crime Seminar for Police Executives  
Overview of Information Systems  
Parking Enforcement Specialists  
Performance Appraisal Techniques  
Police Instructor Training  
Police Mid-Management  
Police Photography  
Police Supervision  
Public Safety Dispatching-Basic Introduction  
Public Speaking and Presentation  
Role of Elected Officials  
Security Guard Training  
Sexual Assault on Children  
Southern Building Code Conference  
Street Law  
Stress Management  
White Collar Crime

## Developmental

Noncredit courses in Reading, English and Math are available to students currently enrolled at the college.

## CITIZENSHIP

Alzheimer's Caregiver Training  
Assertive Communication  
Assertive Communication - Advanced  
Basic Income Tax  
Becoming: Single Parent/Homemaker  
Being a Good Friend & Companion  
Boating Safety  
Building Self Confidence  
Career Opportunities in Food Service  
Career and Life Planning  
Coming Out of Grief  
CPR for Laymen  
Communication for a Better Lifestyle  
Comprehensive Financial Planning

Contemporary Value Conflicts  
 Continued Living & Adaptation  
 Coordinators Training, Adult and Community Education  
 Coping Skills for the Mentally Handicapped  
 Coping with Mid-Life  
 Couples Communication  
 Creative Relaxation  
 Crisis Line  
 Crisis Line Refresher  
 Daily Living Skills  
 Defensive Driving  
 Developing the Professional Woman  
 Divorce, Custody and Cooperative Parenting  
 Dollarwise Home Decorating  
 Dress for Success  
 Driver Education  
 Driver Improvement Program  
 Family Chemical Dependency  
 Family Financial Planning  
 Financial Decision Making  
 Fitness for the 80's  
 Fitness Over Fifty  
 Food & Drug Interaction (Consumer)  
 Getting the Most Out of Living  
 Good Health, Good Sense, Good Life  
 Great Decisions  
 Home Security  
 How to Be an Askable Parent  
 How to Love (and live with) the Difficult Child  
 Image Building  
 Individual Basic Income Tax  
 It's your Move  
 I've Gotta Be Me  
 Job Re-Entry Skills  
 Knowing Yourself Through Communication  
 Leadership & Communication Skills  
 Legal Rights Seminar  
 Lifestyles  
 Life Work Planning  
 Making a Good Marriage Better  
 Making Your Family Livable  
 Making Your Own Miracles  
 Managing Stress  
 Managing Stress for a Healthier Marriage  
 Maximum Communication - Minimum Stress  
 Mental Retardation Seminar  
 Mid-Life Crisis  
 Most Important Person  
 Mothers and Daughters  
 Music Therapy  
 Networking: Making It Work for You  
 Palm Beach County & Its Resources  
 Parenting: To Be or Not To Be  
 Parents of the Visually Handicapped  
 People Who Care Too Much  
 Personal Adjustment for the Handicapped  
 People Who Care Too Much  
 Personal Adjustment for the Handicapped  
 Personal Appearance Plus  
 Physically Disabled and You  
 Planning for Financial Independence  
 Practical Stress Management Skills  
 Prospective Woman Entrepreneur  
 Public Speaking Techniques for the Professional  
 Real Estate for Consumers  
 Rebuilding Your Self Esteem  
 Re-Marriage: Making It Work for You  
 Resume Writing  
 Risks, Realities and Rewards  
 Self-Concept Enhancement  
 Self Hypnosis for Personal Growth  
 Senior Group Theatre  
 Senior Radio Theatre  
 Senior Writers' Workshop  
 Sewing Womens Apparel  
 Sex Roles and Child Rearing  
 Sexual Assault Awareness

Shaping of Western Civilization  
 Sign Language, Intermediate  
 Sign Language, Advanced  
 Slimnastics  
 Speaking in Public  
 Stress Management  
 Suddenly Alone/Still Alone  
 Superheroes (The Single Parent)  
 Talk So People Will Listen  
 Tax-Advantaged Investments  
 Test-Taking Skills  
 The Whole Brain Strategy  
 Transitional Learning for the Mentally Handicapped  
 Understanding Human Sexuality  
 Understanding Self  
 Understanding Your Eating Habits  
 Weightless Wonder  
 World Religions as Social Institutions  
 Your Legal Rights as a Disabled Individual  
 Your Thinking and Feeling Brain  
 Yours, Mine and Ours  
 Youthful Aging

## AVOCATIONAL

Avocational courses are supported from the student fees collected. The college receives no public state funds for their support.

Arabic, Conversational  
 Beginning Basic Food Preparation for Bachelors  
 Cake Decorating  
 Calligraphy - Beginning  
 Calligraphy - Intermediate  
 Creative Writing and Publishing  
 Dance as a Creative Outlet  
 Evolution of Jazz  
 Financial Roundtable  
 Finnish, Introduction to  
 German, Conversational  
 Individualized Development  
 Interior Decorating  
 Karate I and II  
 Personal Computer - Basic I  
 Personal Computer - Basic II  
 Physical Revitalization for the Third Age  
 Relaxation - A Workshop for Men  
 Russian, Conversational  
 Spanish, Conversational  
 Tai Chi Ch'uan  
 Teaching the New Testament Content  
 Tole Painting  
 Weaving  
 Yoga

## CONTINUING EDUCATION PROJECTS

### INSTITUTE OF NEW DIMENSIONS

This project is dedicated to the exploration of educational and cultural enrichment opportunities by adults, especially retirees, through courses, seminars forums, field trips and lectures. It is a cooperative venture of volunteers from the arts, sciences and professions, whose purpose is to bring intellectual enrichment to the community. The Institute is popular with senior citizens.

### INSTITUTE OF GOVERNMENTS

The Florida Institute of Government at Palm Beach Junior College program developed for the purpose of training government employees and elected and appointed officials in Palm Beach County government as well as in all 37 municipalities. The Institute offers seminars, workshops, conferences, forums and individualized contract training on a twelve-month

basis. Fees are based upon multiple factors and training is tailored whenever possible. It is possible to earn continuing education credit through most of the Institute offerings.

#### **CENTER FOR THE CONTINUING EDUCATION OF WOMEN**

The purpose of the Women's Studies program is to provide educational opportunities with the goal of improving quality of life. By offering courses, workshops and seminars for both men and women it is hoped that education will bring understanding of our differences and acceptance of our similarities. The Center provides information and referral service to community resources for women in need, and is a clearing house of networking information. Individual career counseling is available at no charge, with testing and assessment for a nominal fee.

**Becoming: Single Parents/Homemakers** - This vocational sponsored project includes vocational counseling and training, group and individual problem solving, goal setting, life management skills, child development and discipline toward the goal of building quality lives through education.

**CrossRoad Displaced Homemaker Project** - A rehabilitative program is offered to women who have been homemakers as a career and now need to re-enter the job market. Social and economic self sufficiency are the goals of this program, which is funded by HRS, and offered monthly through the Women's Center at no charge to the client.

**Entrepreneurship - Home-Based Businesses for Women** - A national project of the US Department of Labor, Women's Bureau, this program is for women to learn to become successful at business with limited resources by developing solid small business plans and beginning in the home.

#### **CAMP JUNIOR COLLEGE**

CJC is a self-supporting summer day camp for boys and girls ages 10-14. It was begun five years ago to make learning fun, to provide leadership opportunities for PBJC recreation and education students, to offer a quality day camp in an educational setting at a minimum cost toward summer enrichment, and to introduce youngsters to PBJC as a good habit for all ages. The program offers a smorgasbord of activities, featuring computer basics, tennis, musical video production, racquetball, team sports and water activities.

#### **SUMMER BAND CAMP**

The Summer Band Camp began in 1985. This program, developed by the Music Department of Palm Beach Junior College in cooperation with area school band directors, has been a great success. It provides four weeks of intensive training for middle and high school students throughout the area. Area musicians serve as instructors of the program, which concludes with a concert finale without charge to the public. This will be an annual project.

#### **PREPARATORY SCHOOL OF MUSIC**

The Palm Beach Junior College Preparatory School of Music is dedicated to serving the community's pre-college students who desire assistance in the study of music. Instruction is available for pre-schoolers, for beginners (7 years and older), and for those wishing to complement or supplement their current or previous training in music. The Division of Instruction of the Palm Beach County Schools supports the concept of this Program.

#### **CENTER FOR MULTICULTURAL AFFAIRS**

The Center for Multicultural Affairs was established in 1980 to meet the need of providing an understanding and preserving the heritage of the multicultural groups within the community. An advisory committee has defined three objectives for the Center: establishment of a clearinghouse for exchange of multicultural information, development of multicultural pro-

grams and activities for students and members of the community, and involvement of students and representatives from cultural groups in college and community programs.

#### **THE SENIOR GROUP THEATRE**

Formed several years ago, this group of very energetic older performers has provided many hours of entertainment to less fortunate older persons confined to nursing homes and hospitals. In addition, they write, direct and produce plays and skits for the amusement of the community. In addition to frequent radio and television presentations, each year the group produces a three-act play which is presented at the college and other locations throughout the community.

#### **SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

Palm Beach Junior College, in cooperation with Florida Atlantic University, is extending the services of the Small Business Development Center (SBDC) to business owners/operators in northern Palm Beach County and the northern counties served by the university. The SBDC provides technical assistance, business counseling and business management training. The services are offered without charge, or with a minimal charge to clients at Palm Beach Junior College - North.

#### **SHORT TERM TRAINING PROGRAMS (JTPA)**

Palm Beach Junior College North in cooperation with the State Board of Community Colleges (SBCC) provides short term training programs through a "Performance-Based Grant." The Grant funding is provided through the Federal Government's Job Training Partnership Act (JTPA). Eligible students receive tuition free training while those not eligible under JTPA guidelines pay a course fee. Training includes but is not limited to Pest Control Technician training, Security Guard training and Data Entry/P.C. Operations training. For specific information, call 622-2440 ext. 247 or 246.

### **Community Services**

Palm Beach Junior College facilities are available for approved community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events, are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public; others charge enough to help defray expenses, or to raise scholarship funds.

### **INSURANCE**

The college provide courses in general insurance. Chartered Property, Casualty Underwriters (CPCU) and Chartered Life Underwriters (CLU).

### **REAL ESTATE**

The college, through Continuing Education, provides a comprehensive series of real estate courses. All courses required for salesman and broker state license and post-licensure are available. The following courses are offered for credit and audit (noncredit):

- Abstracts and Titles I
- Abstracts and Titles II
- CoOp Real Estate I
- Real Estate Residential Appraisal
- Real Estate Finance
- Real Estate Principles & Practices
- FREC I (Salespersons)

## **Real Estate Principles & Practices FREC II (Brokers)**

Additionally, the college offers the following noncredit short courses:

**Monthly:**

Exam Review for Salesmen

Post Registration (Required FREC continuing education course for license renewal or the three-hour core law course).

**Fall and Winter Terms:**

Condominium Operations and Management

**Through Co-sponsorship:**

SREA Appraising - 101, 102 and 201

Real Estate courses are available at the Central Campus in Lake Worth and at PBJC-North (Palm Beach Gardens), and PBJC-Glades (Belle Glade.) For further information, call the office of Continuing Education at 439-8013.

Please see Instructor for Information.

**MICROS:** Micro computers are available in C.P.I. Computer Lab (CP101) Please check with the lab supervisor for available software.

**PLATO:** Computer-based Instruction. Curricula are available in a number of subject areas in the Computer Lab (CP101) Please see the lab supervisor for information.

**CPI North** The Center for Personalized Instruction is a multi-media resource center with an emphasis on computer-assisted instruction. It is designed to accommodate non-traditional, self-paced, individualized courses. Included in the curriculum are college preparatory mathematics and credit courses in reading. Free tutoring and many services for the handicapped or learning disabled are integral parts of the Center's program. The C.P.I. is open to all students and instructional assistance is available. It is located in Room NL 209.

## **Ballet In Residence**

A partnership with Ballet Florida gives Palm Beach Junior College a professional dance company in residence with all the cultural advantages this brings to the college and the community.

In addition, the Howard/Hale Dance School, which trains dancers for Ballet Florida and for the world of dance, works closely with the college in providing credit classes for PBJC students.

## **Musical Groups In Residence**

Three professional musical groups are now in residence at Palm Beach Junior College, providing listening opportunities for the college and the community, and the advantages of a close connection with local professionals to students of music. The three are:

I Musica da Camera, a 24-piece String Orchestra

I Classica, a string ensemble

Quintessence, a woodwind ensemble

## **Center for Personalized Instruction**

**CPI Central** The Center for Personalized Instruction is designed to accommodate all non-traditional, self-paced, individualized courses. Programs are designed to meet the needs of students through learner-centered instruction. Included in the curriculum are the college preparatory courses in English, mathematics and reading. Credit courses in mathematics through college trigonometry are also available, including one-hour general education mathematics modules. See course offerings:

**CENTER:**

CP100	Offices - Department Chair
CP101	Computer Laboratory
CP200	Clerical, testing, proctor areas
CP201-202	Main study area
CP203	English Laboratory and IMTS
CP104-106	CPI-Reading Center
CP107-108	Offices-Reading

The Mathematics (CP200) and Reading (CP105) Centers, along with the Computer Lab (CP101) within C.P.I., are open to all students through CPO 0060 Personalized Instruction. Multi-media help and instructional assistance are available. Review materials for CLAST are available in these areas.

## **Travel Study**

Travel-study courses offered by PBJC are open to currently enrolled students, as well as interested persons in the community. These courses offer the opportunity to travel in foreign countries combined with on-campus instruction. Opportunities are offered for study in Latin America, Great Britain, Asia and Europe.

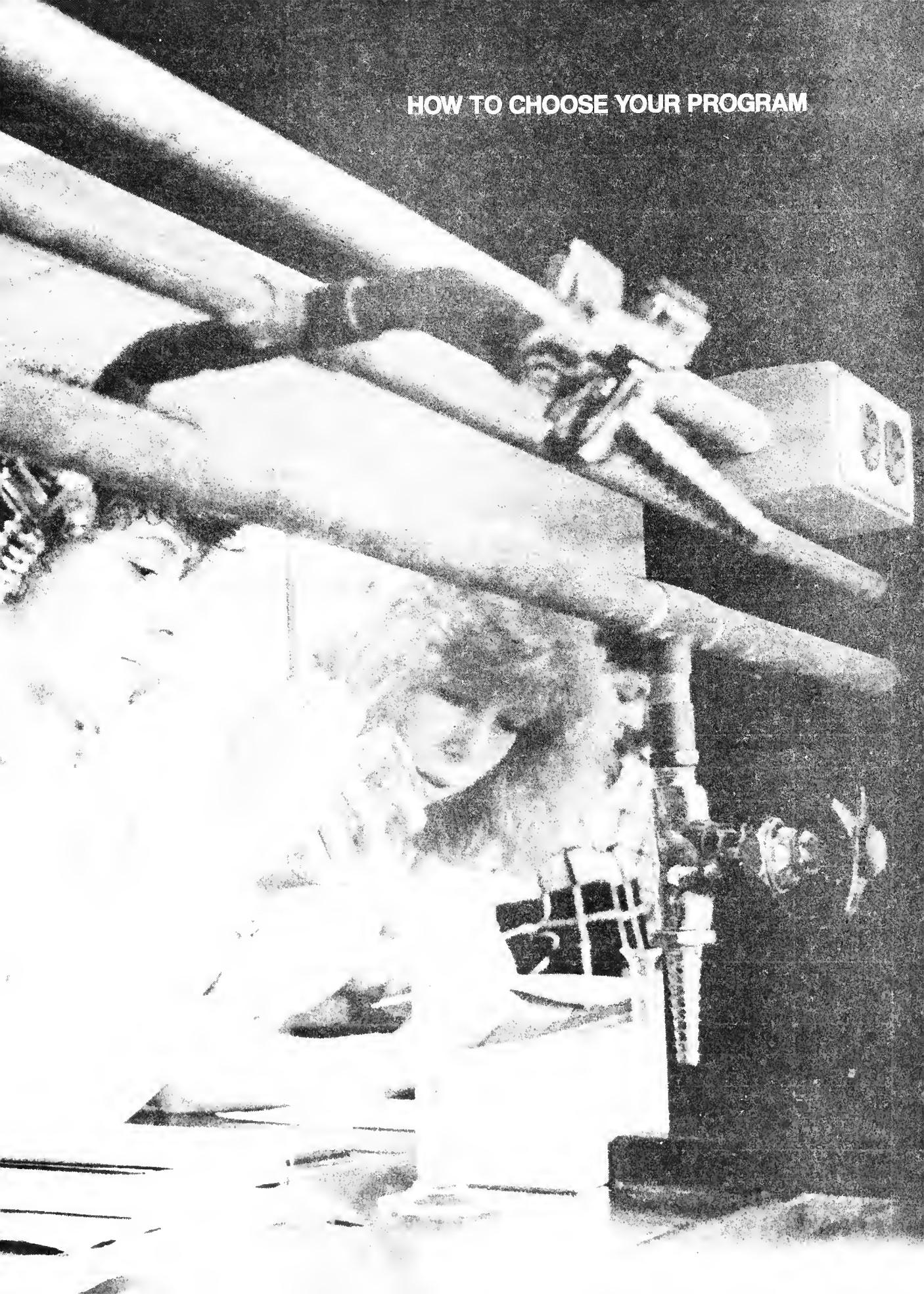
All travel-study participants will register for the appropriate course(s) at the College. No registration will be complete until all fees have been paid in full.

Credit may be earned by the participant and may be applied toward an Associate degree. Those not desiring college credit may enroll on an audit basis.

Tour prices include travel but not tuition, with transportation provided on commercial airlines. Tour price is paid directly to the travel agency and may be subject to change.

In addition, the office of the Coordinator of International/Intercultural Education offers its information services to those students who are interested in travel and/or study in foreign countries.

International study abroad programs offered by United States colleges and universities are available for summer sessions, one or two semester, and year-long studies. Foreign universities' summer and year-round listings are also available. Group travel or individual programs can be arranged to fit the student's requirements.



## HOW TO CHOOSE YOUR PROGRAM



# How to Choose Your Program

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in University Parallel courses, leading to an Associate in Arts degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts.

Many students feel that they need additional training beyond high school, but are aiming for midmanagement levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a specialized, business, technical, or professional program and earning an Associate in Science degree. If you are one of these, you should read the section under Associate in Science.

The third broad category of PBJC students are not interested in a degree from college and should read the section called Non-Degree Programs. Some of these students will be interested in the one-year programs offered by the College. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under Continuing Education.

## NON-DEGREE PROGRAMS

A student who does not desire a degree may work out whatever individual program suits his/her own educational need. He/she may register for one or more courses in the day or in the evenings.

The College offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, is on page 43.

## Associate in Science

(IF DEVELOPMENTAL COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS)

The degree of Associate in Science is awarded upon successful completion of a two-year program approved by the College. The aim of the occupationally oriented A.S. degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to midmanagement levels.

If your answer to the question, "How long do I plan to stay in college?" is, "Not more than two years," you should make your selection from the programs listed under Major Codes.

It is important to note that students who choose Associate in Science degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with an advisor, using university parallel programs as a base.

## GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the requirements listed under the general heading Graduation Requirements. Students are expected to complete all the courses in the program in which they are registered.

### GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE

The student shall complete at least eighteen (18) hours of courses in general education, which must provide for the teaching of essential skills.

AREA I:	COMMUNICATIONS ENC 1101	3 hours
AREA II:	HEALTH Same as A.A. degree requirement	3 hours
AREA III:	HUMANITIES May use any of the courses listed for A.A. degree	3 hours
AREA IV:	MATHEMATICS May use any of the courses listed for A.A. degree plus MTB 1321 and MTB 1322	3 hours
AREA V:	SCIENCE May use any of the courses listed for A.A. degree	3 hours
AREA VI:	SOCIAL SCIENCE May use any of the courses listed for A.A. degree	3 hours

\* It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript, PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts." See also "College Level Academic Skills Test" in Student Affairs Section.

\*\* Some specialized occupational programs do not need to meet all of the above general Education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

## Associate in Arts

(IF COLLEGE PREPARATORY COURSES ARE NEEDED, THEY WILL BE IN ADDITION TO THE COURSE REQUIREMENTS IN THE PROGRAMS.)

If you have an intention of going to college for four years, you should choose your program and complete all requirements for the Associate in Arts degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as juniors most students who have completed an A.A. degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges with the universities. Each college has specific course requirements which must be met. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

## **GRADUATION REQUIREMENTS FOR A.A. DEGREE**

Read carefully the steps under the general heading Graduation Requirements. Students bear the primary responsibility for meeting all of these requirements.

## **GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE**

The student shall complete a minimum of thirty-six (36) semester hours of work in general education. These hours must be completed in the subject areas listed below:

**AREA I: COMMUNICATIONS** 9 hours  
(A grade of "C" or higher is required in each course)

ENC 1101	Freshman Communications I	3 hours
ENC 1102	Freshman Communications II	3 hours
SPC 1600	Fundamentals of Speech	3 hours

**AREA II: HEALTH** 3 hours

HSC 2200	Life Science and Health	3 hours
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**AREA III: HUMANITIES** 6 hours  
(A grade of "C" or higher is required for one of the following literature courses)

AML 2010	American literature to 1865	3 hours
AML 2022	American Literature after 1865	3 hours
ENL 2010	English Literature to 1660	3 hours
ENL 2020	English Literature after 1660	3 hours
LIT 2110	World Literature to 1600	3 hours
LIT 2120	World Literature to 1600	3 hours

NOTE: Successful completion of one of the above with a "C" or higher, along with completion of the Communication area, will also satisfy the Gordon Rule Requirement in Communications.

Completion of one of the following courses is required:

ARH 1000	Art Appreciation	3 hours
MUL 1010	Music Appreciation	3 hours

**AREA IV: MATHEMATICS** 6 hours  
(A grade of "C" or higher is required in each course.)

MGF 1120	General Education Mathematics I	3 hours
MGF 1121	General Education Mathematics II	3 hours
MAT 1033	Intermediate Algebra	3 hours
MAC 1104	College Algebra	3 hours
MAC 1114	Trigonometry	3 hours
MAC 2233	Survey of Calculus	3 hours
MAC 2311	Calculus with Analytic Geometry I	4 hours
MAC 2312	Calculus with Analytic Geometry II	4 hours
MAC 2313	Calculus with Analytic Geometry III	4 hours
STA 2014	Statistics	3 hours

NOTE: Successful completion of the six hours will also satisfy the Gordon Rule Requirement in Computations.

**AREA V: SCIENCE** 6 hours  
(Any two of the following must be taken.)

APB 1120	Environmental Conservation	3 hours
APB 1170	Microbiology and Laboratory	3 hours
APB 1190	Anatomy and Physiology I and Lab	3 hours
APB 1191	Anatomy and Physiology II and Lab	3 hours

BOT 1010	General Botany I and Lab	4 hours
BSC 1010	Principles of Biology	3 hours
CHM 1015	Principles of Chemistry	3 hours
CHM 1045	General Chemistry I and Lab	4 hours
CHM 1046	General Chemistry II and Lab	4 hours
PHY 2023	General Physics I and Lab	4 hours
PHY 2024	General Physics II and Lab	4 hours
PHY 2048	Gen. Physics with Calculus I and Lab	4 hours
PHY 2049	Gen. Physics with Calc. II and Lab	4 hours
PSC 1341	Introduction to Physics and Chemistry	3 hours
PSC 1513	Survey of Physical Science	3 hours

**AREA VI: SOCIAL SCIENCE** 6 hours

Select one of the following courses:

SYG 1440	Introduction to the Social Sciences	3 hours
SYG 2000	Introduction to Sociology	3 hours

Select one of the following courses:

AMH 2010	United States History to 1865	3 hours
POS 1001	Introduction to Political Science	3 hours
POS 2041	American National Government	3 hours

A grade of "C" or higher is required in each course.)

The above is in compliance with CS/HB 1689, the Florida Legislature bill enacted to improve the quality of college education in Florida, "Essential Skills."

Other State Requirements: **SBE Rule 6A-10.30 (2) (a) (b):**

(2) Prior to receipt of an Associate in Arts degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:

(a) Twelve (12) semester hours of English coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least six thousand (6,000) words.

(b) Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) semester hours required by this section.

For the purposes of this rule, a grade of "C" or higher shall be considered successful completion. Please follow the guideline in all academic advising for those students who are taking the A.A. degree, or who are in the A.S. program and contemplating entering a university at a later date.

## **OTHER STATUTORY REQUIREMENTS**

The Legislature has passed and Governor Graham has signed CSCSHB 692 which relates to the testing of college-level communication and computation skills.

Beginning with the October 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an Associate in Arts degree from a community college or for admission to an upper division program in a state university in Florida.

Prior to August 1, 1984, the use of CLAST scores was limited to student counseling and curriculum development.

After August 1, 1984, students must have **PASSING** scores on CLAST to be eligible for the award of an Associate in Arts degree from a community college or for admission to upper division status in a state university in Florida.

<b>Palm Beach Junior College Requirement for Written Work:</b>	
ENC 1101 Freshman Communications I . . . . .	9,000 words
ENC 1102 Freshman Communications II . . . . .	10,000 words
Literature . . . . .	4,000 words
SPC 1600 Fundamentals of Speech . . . . .	1,000 words
	24,000 words

See also "College Level Academic Skills Test" in Student Affairs section of Bulletin.

#### **FOREIGN LANGUAGE REQUIREMENT**

Beginning August 1, 1987, and continuing until August 1, 1989, any undergraduate transfer student admitted to a university who has not completed two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level must earn such foreign language credits or the equivalent before they may be admitted to the upper division of the university. Beginning August 1, 1989, all undergraduate students (freshman and transfer students), must already have earned the equivalent of two credits of sequential foreign language at the secondary level before admission to a university.

Exempted from this rule are: (1) Those students who received Associate in Arts degrees prior to September 1, 1987, and (2) those students who enroll in an Associate in Arts degree program in a Florida community college and who maintain continuous, full-time enrollment until they are admitted to a university in the Florida State University System.

## **Graduation Requirements**

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.\*

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\*See preceding material on "Essential Skills" and also "College Level Academic Skills Test" in Student Affairs section of Bulletin.

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Students have the option of graduating under either the catalog in force at the time they enter the College, or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are re-admitted. (Six week Spring or Summer sessions are not included in determining uninterrupted attendance.)

1. Students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational courses.
2. All students must earn the last 15 credits at PBJC. Neither transfer nor CLEP credits satisfy this residence requirement. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in the Bulletin. It is the responsibility of the student to meet the deadline.
3. A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students and a 2.0 cumulative grade point average on all work at PBJC.

All students must have a minimum of 2.0 GPA for all

courses attempted in order for them to be awarded a program certificate.

4. All regular students will be required to complete two semester hours in physical education activity. Exceptions to this requirement are: adults who have reached their thirty-fifth birthday, veterans with two years of service of other than reserve, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate. The waiver is for physical education courses only and does not affect the total number of hours for graduation; therefore, two additional hours of college work must be completed in lieu of the courses that were waived.
5. Two-semester-hour physical education courses are for Physical Education majors only and will not satisfy graduation requirements for other majors.
6. The Health course General Education requirement may be met by HSC2200, Life Science and Health. (Not required for Nursing (A.S.) or Dental Health graduates). This General Education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current matriculation fee.
7. Students must make formal application for graduation on the form furnished by the Registrar and filled out by the academic advisor.
8. Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
9. General Education requirements specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.
10. To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements for an Associate in Arts (AA) degree.
11. The Articulation Agreement between Florida colleges and universities states that after August 31, 1972, student receiving an AA degree must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES. General Education certification of an approved program of not less than 36 semester hours is required.
12. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until fifteen (15) college credits have been taken at PBJC. Credit by examination will not be considered to accrue toward the fifteen (15) college credits.
13. Graduation with an Associate in Arts degree requires passing all four sections of CLAST. Passing scores will be announced by the State of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

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## **ALTERNATE OR SECOND DEGREES**

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Palm Beach Junior College offers the Associate in Science (A.S.) and the Associate in Arts (A.A.) degrees. Students may earn both degrees, but are required to complete fifteen (15) additional semester hours after the first degree is awarded and complete all requirements for both degrees. Only one A.A. degree may be awarded, since this is the certification that the first two-year requirements for the Bachelor's degree

have been met. Some universities will accept the A.S. degree in some programs, if the General Education requirements have been met. Students who wish to have "General Education requirements met" certified on their transcript must notify the Registrar's Office in writing.

7. One or more courses for job opportunities or advancement. (Employment Related)
8. Personal improvement or general interest. (Non-employment Related)
9. Transient students. (Not seeking degree at PBJC).

## HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his/her educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty or division chairpersons with special knowledge in your area. If you will locate the exact program you wish to follow in the Programs section of the catalog, and familiarize yourself with the course descriptions in the Course Descriptions section, you will be better prepared for a talk with your advisor.

### MAJOR FIELD UNDECIDED

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the Student Affairs Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## PALM BEACH JUNIOR COLLEGE MAJOR-GOAL CODES

- AA (Associate in Arts) Programs are university parallel.  
AS (Associate in Science) Programs are two- year, occupational.  
CT (Certificate) Program lengths vary from one semester to two years. Programs are non-degree and occupational.

## GOAL CODES

0. AA Degree - **General Freshman**  
(15 hrs. or less completed)
1. AA Degree - Plans to transfer to university.  
(16 hrs. or more completed)
2. AA Degree - Does not plan to transfer to university. (16 hrs. or more completed)
3. AS Degree - (16 hrs. or more completed)
4. Technical Certificate - no degree.  
(16 hrs. or more completed)
5. AS Degree/Certificate - **General Freshman**  
(15 hrs. or less completed)
6. Community Instructional Services Courses  
(Non-Credit)

## MAJOR CODES

<b>(01)</b>	<b>ART</b>
002 AA	Advertising Design
003 AA	Architecture
001 AA	Art Education
008 AA	Art History
010 AS	Graphic Arts Tech.
006 AA	Fine Arts
005 AA	Interior Design
012 AS	Interior Design Technology
004 AA	Photography
014 AA	Visual Arts
<b>(02)</b>	<b>BIOLOGY</b>
026 AA	Biology, General
029 AA	Science Education
199 AS	Water & Wastewater Tech.
034 AA	Zoology
<b>(03)</b>	<b>BUSINESS</b>
050 AS	Accounting Technology
075 AS	Banking
052 AA	Business Administration
056 AA	Business Teacher
066 AS	Clerical Practice
125 AA	Computer Science - Systems
127 AA	Computer Science - Business
126 AS	Computer Technology
057 AS	General Business
505 AS	Legal Assistant
500 AA	Marketing/Distributive Ed.
062 AS	Management
511 AS	Postal Service
055 AS	Retail Marketing
058 AS	Secretary (Exec/Legal/Medical)
513 CT	Word Proc/Info Systems)
<b>(04)</b>	<b>CHEMISTRY</b>
076 AA	Chemistry
078 AA	Pre-Professional/Medical Related
<b>(05)</b>	<b>COMMUNICATIONS</b>
104 AA	Journalism
105 AA	Liberal Arts
103 AA	Speech - Drama
<b>(22)</b>	<b>CONTINUING EDUCATION</b>
The Continuing Education Department assigns major numbers for all non-credit enrollments.	
<b>(19)</b>	<b>CRIMINAL JUSTICE INSTITUTE</b>
601 CT	Basic Standard Corr. Officer
600 CT	Basic Standard Police Recruit
423 AA	Criminal Justice
<b>(07)</b>	<b>DENTAL HEALTH SERVICES</b>
153 CT	Dental Assistant
154 AS	Dental Assistant
151 AS	Dental Hygienist
152 AS	Dental Lab. Technology
150 AS	Pre-Dental Hygiene
149 AS	Pre-Dental Lab. Tech.

<b>(08) ENGINEERING TECHNOLOGY</b>	
190 AS	Automated Mfg. Technology
185 AA	Building Construction
198 AS	Building Construction Mgmt.
197 AS	Commercial Pilot Technology
178 AS	Drafting & Design Technology
177 AS	Electronic Technology
176 AA	Engineering
195 AS	Fire Science Technology
184 AA	Industrial Arts
179 AS	Land Surveying

<b>(17) EVENING CLASSES</b>	
17-xxx	Evening students majoring in any field listed will have Major Code combined with Evening Code - 17.

<b>(23) HEALTH &amp; HOME ECONOMICS</b>	
069 CT	Chef Apprenticeship
074 AA	Dietetics/Foods & Nutrition
512 AS	Dietetic Technology
342 AS	Early Childhood Education
343 CT	Early Childhood Education
073 AS	Fashion
507 AA	Fashion Design/Fashion Merchandising
226 AA	Health Education
501 AA	Home Economics
060 AS	Hospitality Management
345 AS	Human Services Spec. Lev. II
346 CT	Human Services Spec. Lev. I
036 AA	Medical Technology
237 AA	Occupational Therapy
240 AS	Occupational Therapy Asst.
449 AS	Paramedic
450 CT	Paramedic
228 AA	Physical Therapy
241 AS	Pre-Occupational Therapy Asst.
303 AS	Radiological Technology

<b>(11) MATHEMATICS</b>	
251 AA	Mathematics

<b>(12) MUSIC</b>	
278 AS	Music
276 AA	Music, Music Education
279 AS	Popular Music and Jazz

<b>(13) NURSING</b>	
300 AS	Pre-AS Nursing
302 AA	Pre-Nursing
301 AS	AS Nursing (use only if counseled by Prog. Mgr.)

<b>(10) PHYSICAL EDUCATION</b>	
227 AA	Physical Education

<b>(18) PHYSICS &amp; PHYSICAL SCIENCE</b>	
405 AA	Physical Science
401 AA	Physics

<b>(14) SOCIAL SCIENCE</b>	
324 AA	Anthropology
344 AA	Early Childhood Education
329 AA	Education, Elem. Level
336 AA	Geography
335 AA	Government-Foreign Service
327 AA	History
339 AA	Political Science
332 AA	Pre-Law
334 AA	Pre-Ministry & Philosophy
331 AA	Psychology
326 AA	Social Science
333 AA	Social Science; International Studies
328 AA	Social Science Teacher
325 AA	Sociology
330 AA	Social Worker

<b>(16) STUDENT AFFAIRS</b>	
376 AA	Major Field Undeclared

## **UNIVERSITY PARALLEL (Associate In Arts)**

Accounting	.51
Advertising Design	.46
Anthropology	.77
Architecture	.46
Art Education	.47
Art History	.47
Astronomy	.76
Building Construction	.67
Business Administration	.51
Business Education Teacher	.52
Chemistry	.57
Computer Science, Business Option	.53
Computer Science, Systems	.52
Creative Writing	.58
Criminal Justice	.59
Dietetics-Foods and Nutrition	.67
Early Childhood Education	.77
Economics	.51
Education (Elementary Level)	.77
Education (Secondary Level)	.77
Engineering	.65
English	.58
English Teacher	.58
Fashion Design and Fashion Merchandising	.69
Fine Arts	.48
Foreign Languages	.58
Foreign Language Teacher	.58
General Biology	.50
Geography	.76
Government and Foreign Service	.77
Health Education	.69
History	.77
Home Economics	.69
Industrial Arts	.66
Insurance	.51
Interior Design	.48
International Trade	.51
International Studies	.78
Journalism	.58
Law Enforcement/Corrections	.59
Management	.51
Marketing/Distributive Education	.55
Mathematics	.73
Medical Technology	.70
Meteorology	.76
Music	.73
Music Education	.73
Occupational Therapy	.71
Philosophy	.79
Photography	.49
Physical Education	.76
Physical Scientist	.76
Physical Therapy	.72
Physics	.76
Political Science	.77
Pre-Dental	.57
Pre-Law	.78
Pre-Medical	.57
Pre-Ministry and Philosophy	.79
Pre-Nursing	.76
Pre-Pharmacy	.57
Pre-Podiatry	.57
Pre-Professional	.57
Pre-Veterinary	.57
Psychology	.79
Real Estate	.51
Retailing	.51
Sales Marketing	.51
Social Science (General)	.77
Social Science Teacher	.77

Social Worker	79
Sociology	77
Speech-Drama	58
Visual Arts	49

## NOTES:

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# SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM (Associate In Science)

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### MAJOR

Accounting Technology	51
Automated Manufacturing Technology	62
Building Construction Management	62
Banking	51
Clerical Practice	52
Commercial Pilot Technology	63
Commercial Pilot Technology (Operations Option)	63
Computer Technology	53
Criminal Justice	59
Dental Hygiene	60
Dental Laboratory Technology	61
Dietetic Technician-Nutrition Care Emphasis	67
Drafting and Design Technology	64
Early Childhood Education	68
Electronics Technology	64
Fashion	68
Fire Science Technology	65
Food Service Management	69
General Business	53
Graphic Technology	48
Hospitality Management	69
Human Services Specialist	70
Interior Design-Technology	49
Land Surveying	66
Legal Assistant	54
Management	54
Music	74
Nursing	75
Occupational Therapy Assistant	71
Paramedic	72
Popular Music and Jazz	74
Postal Service Technology	55
Radiological Technology	72
Retail Marketing	56
Secretary (Executive, Legal, Medical)	56
Water and Wastewater Technology	50

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# NON-DEGREE CERTIFICATE PROGRAMS

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Basic Standard Corrections Officer (See Program Manager)	
Basic Standard Police Recruit Program (See Program Manager)	
Building Construction Management	62
Chef Apprenticeship	67
Child Development Associate	68
Commercial Pilot Technology	63
Dental Assisting Program	61
Early Childhood Education	68
Emergency Medical Tech Paramedic	72
Fire Science Technology	65
Human Services Specialist Level I	70
Human Services Specialist Level II	70
Land Surveying	66
Popular Music and Jazz Specialists	74
Water and Wastewater Technology	50
Word Processing/Information Systems Management	56

**SEMESTER I    FRESHMAN YEAR**

## **PERSONAL RECORD**

SEMESTER II

**SEMESTER I    SOPHOMORE YEAR**

SEMESTER II

## PROGRAMS



# How to Use This Section

If you have read the preceding section, you will want to examine one or more of the programs offered by the college in your major area of interest. This section contains information about all the Associate Degree and Certificate programs offered by the college, grouped by areas of interest on the list below. Each group of programs is headed in large, bold face type to make finding a particular program easy.

If a program name is followed by (A.A.-----) it is a two-year Associate In Arts Degree program made up of university parallel courses. If it is followed by (A.S.-----) it is a two-year Occupational course, not designed for transfer. Some Certificate courses are clearly marked as such, while others are mentioned only in footnotes to A.S. Degree programs.

Each program lists courses required. For more information about courses, note the number preceding the title of the course. You will find a description of the course, arranged by number, alphabetically, in the section following this one. The program groupings are as follows:

**ART**  
**BIOLOGY**  
**BUSINESS**  
**CHEMISTRY**  
**CRIMINAL JUSTICE INSTITUTE**  
**DENTAL HEALTH SERVICES**  
**ENGINEERING TECHNOLOGY**  
**HEALTH AND HOME ECONOMICS**  
**MATHEMATICS**  
**MUSIC**  
**NURSING**  
**PHYSICAL EDUCATION**  
**PHYSICS AND PHYSICAL SCIENCE**  
**SOCIAL SCIENCE**



# Art

## ADVERTISING DESIGN (A.A. 01-002)

The Advertising Design program is designed to prepare students for a career in advertising and printing industries as a cameraman, layout artist and advertising designer. The program articulates well with similar programs on the university level. (Advisor: Mr. Eugene Arant).

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals .....	3	
ART 1300	Drawing Fundamentals .....	3	
ENC 1101	Freshman Communications I.....	3	
ETD 1110C	Introduction to Technical Drawing ..	2	
MGF 1120	General Education Mathematics I ..	3	
	Physical Education .....	1	
ART 1230	Advertising Design I.....		3
ART 1301	Intermediate Drawing .....	3	
ENC 1102	Freshman Communications II .....	3	
MGF 1121	General Education Mathematics II ..	3	
PGY 1101C	Introduction to Photography .....	2	
	Physical Education .....	1	
		15	15

SOPHOMORE YEAR		
ARH 2050	History of Art (Early) .....	3
ART 1203	Three Dimensional Design.....	3
ART 2231	Advertising Design II .....	3
GRA 2505	Typography .....	3
SGY 1440*	Introduction to the Social Sciences ..	3
	Science .....	3
ARH 2051	History of Art (Modern) .....	3
HSC 2200	Life Science and Health.....	3
POS 1001**	Introduction to Political Science ..	3
SPC 1600	Fundamentals of Speech .....	3
	Literature .....	3
	Science .....	3
		18
		18

\* SYG 2000 may be substituted.

\*\* POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to insure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

## ARCHITECTURE (A.A. 01-003)

The Architecture curriculum is coordinated with the School of Architecture at Florida A & M University. The student majoring in architecture at Palm Beach Junior College must complete the A.A. degree requirements with a 2.5 GPA, and prepare a portfolio of work acceptable to an admissions committee at Florida A & M University.

Upon acceptance to the F.A.M.U. School of Architecture, the PBJC graduate will be required to enroll in a 15 semester-hour, summer-orientation program to ready him for entrance into the first term of his junior year.

The following four-semester program has been approved by the Florida A & M University School of Architecture. (Advisor: Mr. Patrick Archer)

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I. . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education . . . . .	1	
ARC 1120	Architectural Drawing . . . . .	3	
ART 1203	Three Dimensional Design. . . . .	3	
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ENC 1102	Fresh Communications II. . . . .	3	
MAC 2311	Calculus with Analytic Geometry I. . . . .	4	
		16	17

**SOPHOMORE YEAR**

ARH 2051	Art History (Modern). . . . .	3
BCN 1210	Building Construction Materials. . . . .	3
BCN 2253C	Architectural Drafting. . . . .	3
PHY 2053	General Physics I. . . . .	3
PHY 2048L	General Physics I Laboratory . . . . .	1
POS 1001**	Introduction to Political Science . . . . .	3
ARH 2050	Art History (Early). . . . .	3
ART 1305	Freehand Perspective . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Literature . . . . .	3
	Physical Education . . . . .	1
		16
		16

\* SYG 2000 may be substituted.

\*\* POS 2041 or AMH 2010 may be substituted.

**NOTE:** Recommended course: CAP 1220 Computer Drafting

**ADVISEMENT INFORMATION:** Students will be much better prepared if they complete Art, Drafting, Physics, Algebra II and Solid Geometry courses while in high school.

**SOPHOMORE YEAR**

ARH 2050	History of Art (Early). . . . .	3
ART 2302	Life Drawing . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
PSY 2012	General Psychology. . . . .	3
	Art electives . . . . .	3
	Science . . . . .	3
ART 2051	History of Art (Modern). . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Literature . . . . .	3
	Art Electives. . . . .	3
	Science . . . . .	3
		18
		15

\* SYG 2000 may be submitted.

\*\* AMH 2010 or POS 2041 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art courses. Determination of best work should be made in consultation with the instructor.

**ART HISTORY (A.A. 01-008)**

The Art History program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research. (Advisor: Mr. Patrick Archer)

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I. . . . .	3	
FRE 1100	Elementary French I. . . . .	3	
MGF 1120	General Education Mathematics I. . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education . . . . .	1	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
FRE 1101	Elementary French II . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	
POS 1001	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		16	16

**SOPHOMORE YEAR**

ARH 2050	History of Art (Early). . . . .	3
HSC 2200	Life Science and Health. . . . .	3
LIT 2110	World Literature to 1600 . . . . .	3
REL 1210	The Old Testament. . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Science . . . . .	3
ART 2051	History of Art (Modern). . . . .	3
ART 2510	Introduction to Painting . . . . .	3
PHY 1101C	Introduction to Photography . . . . .	2
REL 1243	The New Testament. . . . .	3
WOH 1012	Ancient and Medieval Civilizations	3
	Science . . . . .	3
		18
		17

**ADVERTISEMENT INFORMATION:** Consultation with an advisor is essential to insure proper sequence of courses.

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I. . . . .	3	
MGF 1120	General Education Mathematics I. . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
	Physical Education . . . . .	1	
ART 1230	Advertising Design I. . . . .	3	
ART 1301	Intermediate Drawing. . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1121	General Education Mathematics II. . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		16	16

**GRAPHIC ARTS TECHNOLOGY**

(A.S. 01-010)

Palm Beach Junior College is cooperating with North Technical Center, Riviera Beach, to offer an A.S. degree in Graphic Arts Technology. The technical portion of the program will be offered at the North Technical Center, while the academic portion will be offered at PBJC. (Advisor: Mr. Eugene Arant)

**FRESHMAN YEAR****SEMESTER HOURS CREDIT**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1230	Advertising Design I . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ETD 1110C	Introduction to Technical Drawing . . . . .	2	
PGY 1101C	Introduction to Photography . . . . .	2	
	Physical Education . . . . .	1	
ARH 1000	Art Appreciation . . . . .	3	
ENC 1210	Technical Writing . . . . .	3	
GRA 2505	Screen Printing . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
	Art Elective . . . . .	3	
	Physical Education . . . . .	1	
		14	16

**SOPHOMORE YEAR**

MGF 1120	General Education Mathematics I . . . . .	3
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Art Elective . . . . .	3
	Science . . . . .	3
GRA 1500	Graphic Arts Industries . . . . .	3
GRA 1501	Graphic Arts Technology I . . . . .	3
GRA 1530	Typography . . . . .	3
GRA 1573	Graphic Arts Technology II . . . . .	3
GRA 1950	Production Graphics . . . . .	3
GRA 2505	Screen Printing . . . . .	3
GRA 2784	Graphic Arts Technology III . . . . .	3
		12
		21

\*SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

**FINE ARTS (A.A. 01-006)**

The Fine Arts program is designed to prepare students for advanced work as painters, sculptors or printmakers at a university or art institute. (Advisor: Mr. James Houser)

**FRESHMAN YEAR****SEMESTER HOURS CREDIT**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ARH 2051	History of Art (Modern) . . . . .	3	
ART 1301	Intermediate Drawing . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Art Elective . . . . .	3	
	Physical Education . . . . .	1	
		16	16

**SOPHOMORE YEAR**

ARH 2050	History of Art (Early) . . . . .	3
ART 2302	Life Drawing . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
LIT 2110	World Literature to 1600 . . . . .	3
	Art Elective . . . . .	3
	Science . . . . .	3
MGF 1121	General Education Mathematics II . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Art Electives . . . . .	3
	Science . . . . .	3
		18
		15

\*SYG 2000 may be submitted.

\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art courses. Determination of best work should be made in consultation with the instructor.

**INTERIOR DESIGN (A.A. 01-005)**

The Interior Design program is designed to prepare the student for advanced work in Interior Design at a university. (Advisor: Mr. Reuben Hale)

**FRESHMAN YEAR****SEMESTER HOURS CREDIT**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ARC 1120	Architectural Drawing . . . . .	3	
ART 1203	Three Dimensional Design . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		16	16

**SOPHOMORE YEAR**

ARH 2050	History of Art (Early) . . . . .	3
ART 1110	Introduction to Ceramics . . . . .	2
ART 1305	Freehand Perspective . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Science . . . . .	3
ARH 2051	History of Art (Modern) . . . . .	3
ART 1202	Color Design . . . . .	3
IND 1012	Introduction to Interior Design . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	2
	Literature . . . . .	3
	Science . . . . .	3
		17
		17

\*SYG 2000 may be submitted.

\*\*POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art courses. Determination of best work should be made in consultation with the instructor.

## INTERIOR DESIGN TECHNOLOGY (A.S. 01-012)

This two-year Interior Design Technical program prepares the student with necessary skills to gain employment in the Interior Design field. (Advisor: Mr. Reuben Hale)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1000	Art Appreciation . . . . .	3	
ART 1201	Design Fundamentals . . . . .	3	
ART 2130	Fibers and Fabrics . . . . .	3	
or			
CTE 1401	Textiles . . . . . (3)		
ENC 1101	Freshman Communications I . . .	3	
ETD 1110C	Introduction to Technical Drawing . . .	2	
	Physical Education . . . . .	1	
ARC 1120	Architectural Drawing . . . . .	3	
ART 1305	Freehand Perspective . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
IND 1012	Introduction to Interior Design . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
		15	16

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1100	Introduction to Crafts . . . . .	3	
ART 1203	Three Dimensional Design . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
IND 1013	History of Period Furniture . . . . .	3	
IND 1014	Interior Design . . . . .	3	
	Science . . . . .	3	
ART 1202	Color Design . . . . .	3	
IND 2010	Practical Applications in Interior Design . . . . .	3	
IND 2011	Business Procedures for Interior Designers . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
PGY 1101C	Introduction to Photography . . . . .	2	
		18	14

\*SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university, or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art courses. Determination of best work should be made in consultation with the instructor.

## PHOTOGRAPHY (A.A. 01-004)

This Photography program is designed to prepare a student for advanced work in photography at a university. (Advisor: Mr. Patrick Slattery)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
PGY 1101C	Introduction to Photography . . . . .	2	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	
PGY 2440C	Experimental Photography . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
	Art Elective* . . . . .	2-3	
	Physical Education . . . . .	1	
		17	15-16

### SOPHOMORE YEAR

ARH 2050	History of Art (Early) . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
PGY 1110	Color Printing I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Photo Elective* . . . . .	2-3
	Science . . . . .	3
ARH 2051	History of Art (Modern) . . . . .	3
	Literature . . . . .	3
	Physical Education . . . . .	1
	Science . . . . .	3
	Art Elective* . . . . .	3
	Photo Elective* . . . . .	2-3

17-18 15-16

### \*ELECTIVES

GRA 2505	Screen Printing . . . . .	3 cr.
PGY 1105	Zone System . . . . .	2 cr.
PGY 1111	Color Printing II . . . . .	3 cr.
PGY 1265	Photo Materials and Processes I . . . . .	2 cr.
PGY 1266	Photo Materials and Processes II . . . . .	2 cr.
PGY 2109	Fine Print . . . . .	2 cr.
PGY 2116	Dye-Transfer Photography . . . . .	3 cr.

\*SYG 2000 may be submitted.

\*\*AMH 2014 or AMH 2010 may be substituted.

**ADVISEMENT INFORMATION:** Consultation with an advisor is essential to ensure proper sequence of courses. Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE).

## VISUAL ARTS (A.A. 01-014)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's Degree.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ART 1201	Design Fundamentals . . . . .	3	
ART 1300	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
PE	Physical Education . . . . .	1	
ART Electives Approved by Art Advisor . . . . .		6	
ENC 1102	Freshman Communications II . . . . .	3	
POS 1001*	Introduction to Political Science . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	
PE	Physical Education . . . . .	1	
		16	16

### SOPHOMORE YEAR

ART Electives Approved by Art Advisor . . . . .	6
ART 2051	History of Art (Modern) . . . . .
	Literature . . . . .
	Science . . . . .
HSC 1100**	Perspectives on Healthful Living . . . . .
ART Electives Approved by Art Advisor . . . . .	2
	Science . . . . .
	General Education Elective . . . . .
ARH 2050	History of Art (Early) . . . . .
SPC 1600	Fundamentals of Speech . . . . .
	3
	17
	16

\*POS 2041 or AMH 2010 may be substituted.

\*\*HSC 2000 may be substituted.

# Biology

## GENERAL BIOLOGY (A.A. 02-026)

It is understood that the co-requisite for the laboratory is the lecture and vice versa, that a student must enroll in both initially and, if he withdraws before the 10 week period, he must withdraw from both lecture and lab. After the 10 week period, the student may withdraw from either the lecture or the laboratory.

The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply, no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program:

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology .....	3
BSC 1010L	Principles of Biology Laboratory ..	1
BOT 1010	General Botany I .....	3
BOT 1010L	General Botany I Laboratory .....	1
or		
ZOO 1013	General Zoology .....	(3)
ZOO 1013L	General Zoology Laboratory ..(1)	
CHM 1045	General Chemistry I.....	3
CHM 1045L	General Chemistry I Laboratory...	1
CHM 1046	General Chemistry II .....	3
CHM 1046L	General Chemistry II Laboratory	1
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II .....	3
MAC 1104	College Algebra .....	3
MAC 1114	Trigonometry .....	3
SYG 1440*	Introduction to the Social Sciences	3
	Physical Education .....	2
		<u>33</u>

### SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
BOT 1153	Botany II .....	(3)
BOT 1153L	Botany II Laboratory .....	(1)
ZOO 2713	Comparative Vertebrate Anatomy I	3
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory .....	1
PCB 2063	Genetics .....	3
PCB 2063L	Experiments in Genetics .....	1
CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Laboratory...	1
CHM 2211	Organic Chemistry II .....	3
CHM 2211L	Organic Chemistry II Laboratory ..	1
or		
PHY 2053	General Physics I.....(3)	
PHY 2048L	General Physics I Laboratory ..(1)	
PHY 2054	General Physics II .....	(3)
PHY 2049L	General Physics II Laboratory ..(1)	
HSC 2200	Life Science and Health.....	3
POS 1001**	Introduction to Political Science ..	3
SPC 1600	Fundamentals of Speech.....	3
STA 2014	Statistics .....	3
	Literature .....	3
		<u>34</u>

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

## WATER/WASTEWATER MANAGEMENT (A.S. 02-199)

This program is designed to prepare the student for employment as a supervisor of a Water/Wastewater Treatment Plant, or a Water/Wastewater Treatment Laboratory.

COURSE	TITLE	SEMESTER HOURS CREDIT
APB 1120	Environmental Conservation .....	3
ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
ENC 1101	Freshman Communications I.....	3
HSC 2200	Life Science and Health.....	3
MTB 1321	Technical Mathematics I .....	3
SYG 1440*	Introduction to the Social Sciences	3
	Physical Education .....	<u>2</u>
		<u>20</u>

### Program Required Courses:

COC 1110	Introduction to Computers .....	3
ECO 2000	Introduction to Economics .....	3
ENC 1210	Technical Writing .....	3
ETD 1110C	Introduction to Technical Drawing ..	2
MAN 2021	Principles of Management .....	3
MAN 2100	Human Relations in Business .....	3
or		
PSY 2012	General Psychology .....	(3)
MAN 2340	Principles of Supervision .....	3
MTB 1322	Technical Mathematics II .....	3
	*Science Elective .....	3
	Other Electives (See list below) .....	<u>3</u>
		<u>29</u>

### Science

Electives:	BSC 1010	General Biology .....	3
	CHM 1015	Introduction to Chemistry	3

### Other

Electives:	EET 1104	Basic Electronics	3
	SUR 1100	Basic Surveying .....	3

Credit awarded upon review and evaluation of C, B, and A level Water/Wastewater Florida certificates — Maximum allowable credit is as follows:

"C" level certificate	5 credit hours
"B" level certificate	5 credit hours
"A" level certificate	5 credit hours

NOTE: The award of credit is not automatic and will only be processed upon evaluation by the Director of Vocational Education, and the student obtaining 15 college credits in residency at PBJC.

College Credit Classes	49 credit hours
Certificate Credit Equivalent	15 credit hours
	<u>64 credit hours</u>

\*SOC 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

### BOOKSTORE HOURS

Central Campus	Monday-Thurs	8:00 AM-3:30 PM
	Friday	8:00 AM-8:30 PM
North Campus	Monday-Thurs	8:00 AM-8:30 PM
	Friday	8:00 AM-3:00 PM
Glades Campus	Monday-Friday	8:00 AM-4:00 PM
	During Registration	6:30 PM-8:00 PM

All campuses are closed Fridays for Spring And Summer Terms. Glades campus is closed Summer Term.

# Business

## ACCOUNTING TECHNOLOGY (A.S. 03-050)

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation from Palm Beach Junior College and for those who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (A.A.) program.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	Fall Winter	
(C) ACG 2001	Principles of Accounting I . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
MAN 2021	Principles of Management . . . . .	3		
or				
GEB 1011	Introduction to Business . . . .(3)			
(C) ENC 1101	Mathematics* . . . . .	3		
	Freshman Communications I . . . . .	3		
	Physical Education . . . . .	1		
(C) ACG 2011	Principles of Accounting II . . . . .	3		
COC 1110	Introduction to Computers . . . . .	3		
MAN 2100	Human Relation in Business . . . . .	3		
	Natural Sciences* . . . . .	3		
OST 2335	Business Communications . . . . .	3		
	Physical Education . . . . .	1		
		16	16	

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	Fall Winter	
(C) ACG 2100	Intermediate Accounting. . . . .	3		
(C) ACG 2360	Cost Accounting . . . . .	3		
(C) COP 2174	Micro Computer Operations . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
TAX 2000	Introduction to Business . . . . .			
	Taxes-Indiv. . . . .	3		
ACG 2730	Accounting Information Systems . . . . .	3		
(C) TAX 2010	Introduction to Business Taxes - Corp. . . . .	3		
	Accounting Elective** . . . . .	3		
	Social/Political Sciences* . . . . .	3		
	Humanities* . . . . .	3		
		15	15	

(C) Certificate of Proficiency after completing these courses.

\*See catalogue section "General Education-Requirements."

\*\*Select either ACG 2022 Managerial Accounting or ACG 2867 Governmental Accounting.

## BANKING (A.S. 03-075)

This program is designed for persons employed in the field of banking. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are offered through the American Institute of Banking.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	Fall Winter	
ENC 1101	Freshman Communications I . . . . .	3		
	Social/Political Sciences* . . . . .	3		
MTB 1103	Business Mathematics . . . . .	3		
BAN 1004	Principles of Banking . . . . .	3		
	Humanities* . . . . .	3		
	Physical Education . . . . .	1		
OST 2335	Business Communications . . . . .	3		
	Mathematics* . . . . .	3		

ECO 2000	Introduction to Economics . . . . .	3
or		
ECO 2013	Principals of Economics I . . . .(3)	
BAN 1801	Law and Banking: Applications . . . . .	3
BAN 2511	Marketing for Bankers . . . . .	3
	Physical Education . . . . .	1
		16
		16

### SOPHOMORE YEAR

ACG 2001	Natural Sciences* . . . . .	3
MAN 2100	Principles of Accounting I . . . . .	3
(1)	Human Relations . . . . .	3
HSC 2200	Banking Elective . . . . .	3
ACG 2011	Life Science and Health. . . . .	3
COC 1110	Principles of Accounting II. . . . .	3
SPC 1600	Introduction to Computers. . . . .	3
MAN 2340	Fundamentals of Speech. . . . .	3
(1)	Marketing for Bankers . . . . .	3
	Physical Education . . . . .	1
		15
		15

(1)Select from courses with a BAN prefix. Consult the AIB Catalog to insure that selected courses meet the requirements of the desired AIB Diploma.

\*See catalogue section "General Education Requirements."

## BUSINESS ADMINISTRATION (A.A. 03-052)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in ACCOUNTING, BUSINESS ADMINISTRATION, ECONOMICS, MANAGEMENT, REAL ESTATE, INSURANCE, INTERNATIONAL TRADE, RETAILING, AND SALES MARKETING. Recommended Sequence of Courses:

COURSE	TITLE	SEMESTER HOURS CREDIT	Fall Winter	
ENC 1101	Freshman Communications I. . . . .	3		
MAC 1104	College Algebra . . . . .	3		
SYG 1440	Introduction to the Social Sciences **** . . . . .	3		
GEB 1011	Introduction to Business . . . . .	3		
	Natural Sciences* . . . . .	3		
ENC 1102	Freshman Communications II . . . . .	3		
STA 2014	Statistics. . . . .	3		
POS 1001	Introduction to Political Science** . . . . .	3		
ECO 2013	Principles of Economics I. . . . .	3		
	Natural Sciences* . . . . .	3		
	Physical Education . . . . .	1		
		15	15	

### SOPHOMORE YEAR

SPC 1600	Fundamentals of Speech. . . . .	3
ECO 2023	Principles of Economics II. . . . .	3
ACG 2001	Principles of Accounting I . . . . .	3
	Literature* . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
ARH 1000	Physical Education . . . . .	1
or		
MUL 1010	Art Appreciation . . . . .	3
COC 1110	Music Appreciation . . . . .	3
ACG 2011	Introduction to Computers. . . . .	3
	Principles of Accounting II. . . . .	3
	Approved Electives*** . . . . .	7
		16
		16

\*See catalogue section "General Education Requirements."

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*Electives should be selected only after you have examined the catalog of the upper division college you plan to attend. Electives must be approved by your academic advisor.

\*\*\*\* SYG 2000 may be substituted.

**BUSINESS EDUCATION TEACHER (A.A. 03-056)**

This program is designed for those students going on to a College of Education to earn the Baccalaureate Degree in Business Education. Prospective majors should speak with a counselor before selecting this program.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
SYG 1440***	Introduction to the Social Sciences	3	
OST 1211	Beginning Shorthand.....	3	
OST 1100	Beginning Typewriting .....	3	
OST 1330	Business English .....	3	
	Physical Education .....	1	
ENC 1102	Freshman Communications II .....	3	
POS 1001**	Introduction to Political Science ..	3	
MGF 1120	General Education		
	Mathematics I.....	3	
OST 1110	Intermediate Typing .....	3	
OST 1212	Dictation and Transcription .....	3	
	Physical Education .....	1	
		16	16

**SOPHOMORE YEAR**

SPC 1600	Natural Sciences* .....	3
MGF 1121	Fundamentals of Speech.....	3
	General Education	
	Mathematics II .....	3
ACG 2001	Principles of Accounting I .....	3
OST 2335	Business Communications .....	3
HSC 2200	Life Science and Health.....	3
ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
	Natural Sciences* .....	3
	Literature* .....	3
ACG 2011	Principles of Accounting II.....	3
COC 1110	Introduction to Computers .....	3
		18
		15

\*See catalogue section "General Education Requirements."

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

**CLERICAL PRACTICE (A.S. 03-066)**

This program prepares students for employment as Clerk-Typists.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
MTB 1103	Business Mathematics .....	3	
OST 1100	Beginning Typewriting .....	3	
OST 1330	Business English .....	3	
	Social/Political Sciences* .....	3	
	Physical Education .....	1	
	Mathematics* .....	3	
OST 1110	Intermediate Typing .....	3	
GEB 1011	Introduction to Business .....	3	
	Humanities* .....	3	
OST 1711	Information Processing/ Applications I .....	3	
	Physical Education .....	1	
		16	16

**SOPHOMORE YEAR**

APA 1111	Bookkeeping .....	3
# COP 2120	Programming COBOL.....	3
# COP 2301	Systems and Applications.....	3
MGF 1121**	General Education	
	Mathematics II .....	3
	Science .....	3
ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
# COP 2121	COBOL Applications.....	3
ETI 2633	Industrial Relationships .....	3
HSC 2200	Life Science and Health .....	3
	Electives*** .....	3
	Physical Education .....	1
		15
		16

#Indicates certificate program.

\*POS 2041, AMH 2010, SYG 1440 or SYG 2000 may be substituted.

\*\*Higher mathematics may be substituted.

\*\*\*Electives should be cleared with academic advisor.

**COMPUTER SCIENCE (A.A. 03-125)  
(Systems Option)**
**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
COC 1110	Introduction to Computers .....	3	
COP 1400	Assembly Language		
	Programming .....	3	
ENC 1101	Freshman Communications I.....	3	
ENC 1102	Freshman Communications II .....	3	
HSC 2200	Life Science and Health.....	3	
MAC 1104	College Algebra .....	3	
MAC 1114	Trigonometry .....	3	
POS 1001*	Introduction to Political Science ..	3	
SYG 1440**	Introduction to the Social Sciences	3	
STA 2014	Statistics .....	3	
	Physical Education .....	2	
		32	

**SOPHOMORE YEAR**

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
COP 2110	Programming FORTRAN.....	3
COP 2120	Programming COBOL .....	3
MAC 2311	Calculus with Analytic Geometry I .....	4
MAC 2312	Calculus with Analytic Geometry II .....	4
PHY 2053	General Physics I.....	3
PHY 2048L	General Physics I Laboratory .....	1
PHY 2054	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
PSY 2012	General Psychology .....	3
SPC 1600	Fundamentals of Speech .....	3
	Literature .....	3
		34

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

**COMPUTER SCIENCE (A.A. 03-127)**  
**(Business Option)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
ARH 1000 or MUL 1010	Art Appreciation . . . . .(3)	3	
COC 1110	Introduction to Computers . . . . .	3	
COP 1400	Assembly Language Programming . . . . .	3	
ECO 2013	Principles of Economics I . . . . .	3	
ECO 2023	Principles of Economics II . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MAC 1104	College Algebra . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	2	
		32	

**SOPHOMORE YEAR**

ACG 2001	Principles of Accounting I . . . . .	3	
ACG 2011	Principles of Accounting II . . . . .	3	
COP 2110	Programming FORTRAN . . . . .	3	
COP 2120	Programming COBOL . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
STA 2014	Statistics . . . . .	3	
	Literature . . . . .	3	
	Science . . . . .	6	
		33	

\* SYG 2000 may be substituted.

\*\* POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

**COMPUTER TECHNOLOGY (A.S. 03-126)**

The student may pursue a certificate program by completion of those courses marked with the symbol "#."

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
# COC 1040	Structured Programming . . . . .	3	
# COC 1110	Introduction to Computers . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120**	General Education Mathematics I . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
# COP 1160	Programming RPG II . . . . .	3	
# COP 1400	Assembly Language Programming . . . . .	3	
ECO 2013	Principles of Economics I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
POS 1001*	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	1	
		15	16

**SOPHOMORE YEAR**

APA 1111	Bookkeeping . . . . .	3
# COP 2120	Programming COBOL . . . . .	3
# COP 2301	Systems and Applications . . . . .	3
MGF 1121**	General Education Mathematics II . . . . .	3
ARH 1000 or MUL 1010	Science . . . . .	3
MUL 1010	Art Appreciation . . . . .(3)	3
# COP 2121	COBOL Applications . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
Electives***		3
	Physical Education . . . . .	1
		15
		16

#Indicates certificate program.

\*POS 2041, AMH 2010, SYG 1440 or SYG 2000 may be substituted.

\*\*Higher mathematics may be substituted.

\*\*\*Electives should be cleared with academic advisor.

**GENERAL BUSINESS (A.S. 03-057)**

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I . . . . .	3	
	Social/Political Science* . . . . .	3	
MTB 1103 (1)	Business Mathematics . . . . .	3	
	Business Electives . . . . .	6	
	Physical Education . . . . .	1	
ENC 1102 or OST 2335 or ENC 1210 (1)	Freshman Communications II . . . . .	3	
	Business Communications . . . . .(3)		
	Technical Writing . . . . .(3)		
	Mathematics* . . . . .	3	
	Business Electives . . . . .	6	
	Physical Education . . . . .	1	
	Other Elective . . . . .	3	
		16	16

**SOPHOMORE YEAR**

Humanities*	3
Natural Science* . . . . .	3
(1) Business Electives . . . . .	6
HSC 2200 Life Science and Health . . . . .	3
APA 1111 Bookkeeping . . . . .	3
COC 1110 Introduction to Computers . . . . .	3
(1) Business Electives . . . . .	6
(2) Other Elective . . . . .	3
	15
	15

\*See Catalogue Section "General Education Requirement."

(1) Select from the areas of Accounting, Business, Law, Economics, Management, Marketing, Secretarial Science, and Data Processing.

(2) Select from General Education, Data Processing, Business, or other Technical Courses.

## **LEGAL ASSISTANT (A.S. 03-505)**

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more and more in need of the services and skills of competent legal assistants.

The Legal Assistant program at Palm Beach Junior College leads toward an Associate in Science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents, or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile, and use technical information from such references as digests, encyclopedias, or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization, not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

### **General Education Required Courses**

COURSE	TITLE	SEMESTER HOURS CREDIT
APB 1120	Environmental Conservation . . . . .	3
or		
BSC 1010	Principles of Biology . . . . .(3)	
ARH 1000	Art Appreciation. . . . .	3
or		
MUL 1010	Music Appreciation . . . . .(3)	
ENC 1101	Freshman Communications I. . . . .	3
HSC 2200	Life Science and Health. . . . .	3
MGF 1120	General Education Mathematics I. . . . .	3
SYG 1440***	Introduction to the Social Sciences. . . . .	3
	Physical Education . . . . .	2
		<hr/>
		20

### **Program Required Courses**

APA 1111*	Bookkeeping . . . . .	3
BUL 2111	Business Law I. . . . .	3
BUL 2112	Business Law II . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
LEA 1001	Introduction to Legal Technology.. . . . .	3
LEA 1011	Legal Writing and Research I . . . . .	3
LEA 1151	Preparing Negligence Cases. . . . .	3
LEA 2012	Legal Writing and Research II . . . . .	3
LEA 2101	Court Systems: Procedures and Pleadings I . . . . .	3
LEA 2102	Court Systems: Procedures and Pleadings II . . . . .	3
LEA 2201	Real Estate Law and Property Transactions I. . . . .	3
LEA 2202	Real Estate Law and Property Transactions II . . . . .	3

LEA 2211	Administration of Estates. . . . .	3
LEA 2802	Administrative Law. . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
Elective**	(See list below). . . . .	3

\*ACG 2001 Accounting I may be substituted.

\*\*SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

### **\*\*Approved Electives**

COURSE	TITLE	SEMESTER HOURS CREDIT
CCJ 2210	Criminal Law . . . . .	3
CCJ 2230	Laws of Evidence. . . . .	3
COC 1110	Introduction to Computers . . . . .	3
LEA 1949	CO-OP: Legal Assistant I. . . . .	3
LEA 2401	Law Enforcement Management. . . . .	3
LEA 2501	Family Law. . . . .	3
LEA 2949	CO-OP: Legal Assistant II . . . . .	3
OST 2335	Business Communications . . . . .	3
POS 2112	American State and Local Government. . . . .	3
REE 2440	Abstracts and Titles I. . . . .	3

## **MANAGEMENT (A.S. 03-062)**

This program prepares students for mid-management and supervisory level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1101	Freshman Communications I. . . . .	3
MAR 1151	Principles of Retailing . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
	Social/Political Sciences* . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
	Physical Education . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MAN 2021	Principles of Management. . . . .	3
MAR 2101	Salesmanship . . . . .	3
	Mathematics*. . . . .	3
APA 1111	Bookkeeping . . . . .	3
	Physical Education . . . . .	1
		<hr/>
		16
		16

### **SOPHOMORE YEAR**

Natural Science*	. . . . .	3
BUL 2111	Business Law. . . . .	3
MAN 2100	Human Relations . . . . .	3
MAR 1311	Advertising/Public Relations . . . . .	3
	Humanities*. . . . .	3
MAN 2800	Small Business Management . . . . .	3
MAN 2340	Principles of Supervision . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
COC 1110	Introduction to Computers. . . . .	3
	Elective. . . . .	3
		<hr/>
		15
		15

\*See catalogue section "General Education Requirements."

**MARKETING/DISTRIBUTIVE EDUCATION  
(A.A. 03-500)**

This degree is offered for the student who is interested in pursuing a career as a teacher, fashion coordinator, buyer, department manager, or in a related field. This program is designed for the student transferring to a college of education. Prospective majors should speak with a counselor before selecting this program.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
SYG 1440***	Introduction to the Social Sciences	3	
GEB 1011	Introduction to Business . . . . .	3	
	Natural Sciences* . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
MAR 1151	Retail Management . . . . .	3	
MKA 1402	Fashion Merchandising . . . . .	3	
	Physical Education . . . . .	1	
		15	16

**SOPHOMORE YEAR**

SPC 1600	Fundamentals of Speech . . . . .	3	
COC 1110	Intro. to Computers . . . . .	3	
MAR 1311	Advertising and Public Relations . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MAR 2011	Principles of Marketing . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . .(3)		
BUL 2111	Business Law I . . . . .	3	
	Literature* . . . . .	3	
	Natural Sciences* . . . . .	3	
MAR 2101	Salesmanship . . . . .	3	
	Physical Education . . . . .	1	
		15	16

\*See catalogue section "General Education Requirements."

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

**POSTAL SERVICE TECHNOLOGY (A.S. 03-511)**

This program, under the guidance of an advisory committee, offers college level training within the specific field of Postal Technology as one means of achieving upward mobility in the Postal Service. This is a revision of the present catalogue.

**Program Requirements:**

**I) Major Technical Core Course Requirements:**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
(C)MNA 1392	Customer Service I . . . . .	3	
(C)MNA 1393	Customer Service II . . . . .	3	
(C)MNA 1394	Finance I . . . . .	3	
(C)MNA 1395	Mail Processing I . . . . .	3	
(C)MNA 1396	Mail Processing II . . . . .	3	
(C)MNA 2397	Postal Employee Relations . . . . .	3	
(C)MNA 2398	Postal Labor Relations . . . . .	3	
(C)MNA 2399	Postal Finance II . . . . .	3	
MAN 2021	Principles of Management . . . . .	3	
		27	

**II) Academic Core Course Requirements**

ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
MTB 1321	Technical Mathematics I . . . . .	3
POS 1001	Introduction to Political Science ** . . . . .	3
	Humanities* . . . . .	3
	Natural Sciences* . . . . .	3
	Physical Education . . . . .	2
		23

**III) Approved Elective Course (12 credits)**

ACG 2001	Principles of Accounting I . . . . .	3
AMH 2580	American Minorities Today . . . . .	3
BUL 2111	Business Law I . . . . .	3
COC 1110	Introduction to Computers . . . . .	3
COP 1170	Technical Basic . . . . .	3
ECO 2013	Principles of Economics (Macro) . . . . .	3
CLP 2002	Personality Development . . . . .	3
ENC 1210	Technical Writing . . . . .	3
MAN 2100	Human Relations . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
PHI 1100	The Art of Thinking . . . . .	3
PSY 2012	General Psychology . . . . .	3
REA 1205	Accelerated Reading . . . . .	3
OST 1330	Business English . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SPC 1601	Public Speaking . . . . .	3
SPN 1100	Elementary Spanish I . . . . .	3
SPN 1101	Elementary Spanish II . . . . .	3
		12

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\*See catalogue section "General Education Requirements."

\*\*POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.

(C) Certificate awarded upon completion of these 24 hrs.

## RETAIL MARKETING (A.S. 03-055)

This program prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
MAR 1151	Principles of Retailing .....	3	
MAR 2011	Principles of Marketing .....	3	
MKA 1402	Fashion Merchandising .....	3	
MTB 1103	Business Mathematics.....	3	
	Physical Education .....	1	
MAR 2101	Salesmanship .....	3	
MKA 1161	Product Merchandising .....	3	
CTE 1401	Textiles.....	3	
OST 1330	Business English .....	3	
	Mathematics*.....	3	
	Physical Education .....	1	
		16	16

### SOPHOMORE YEAR

MAN 2100	Human Relations .....	3
MAN 2800	Small Business Management .....	3
	Natural Sciences* .....	3
COC 1110	Introduction to Computers .....	3
	Social/Political Sciences* .....	3
HSC 2200	Life Science and Health.....	3
APA 1111	Bookkeeping .....	3
MAR 1311	Advertising/Public Relations .....	3
MKA 1104	Visual Merchandising.....	2
	Humanities* .....	3
MAN 2340	Principles of Supervision .....	3
		15
		17

\*See catalogue section "General Education Requirements."

## SECRETARY (EXECUTIVE, LEGAL, MEDICAL) (A.S. 03-058)

This program prepares students to seek employment as top level Secretaries and Administrative Assistants.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
OST 1100	Beginning Typewriting .....	3	
OST 1211	Beginning Shorthand.....	3	
	Social/Political Sciences* .....	3	
OST 1330	Business English .....	3	
	Physical Education .....	1	
MTB 1103	Business Mathematics.....	3	
OST 1110	Intermediate Typewriting .....	3	
OST 1212**	Dictation and Transcription .....	3	
or			
OST 2253**	Legal/Medical Dict. and Trans. .(3)		
OST 1711	Information Processing		
	Applications I .....	3	
APA 1111	Bookkeeping .....	3	
	Physical Education .....	1	
		16	16

### SOPHOMORE YEAR

OST 2722	Information Processing
	Applications II.....
	Humanities* .....
	Mathematics*.....

OST 2335	Business Communications .....	3
OST 2601	Machine Transcription I .....	3
HSC 2200	Life Science and Health.....	3
BUL 2111	Business Law I.....	3
OST 2402	Secretarial Office Procedures .....	3
OST 2602	Machine Transcription II.....	3
	Natural Sciences* .....	3
SPC 1600	Fundamentals of Speech.....	3
		15
		18

\*See catalogue section "General Education Requirements."

\*\*OST 1212 is for Executive Secretarial majors.

\*\*\*OST 2253 is for Legal or Medical Secretarial majors.



## WORD PROCESSING/INFORMATION SYSTEMS MANAGEMENT (Certificate Program 03-513)

### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
COC 1110	Introduction to Computers .....	3	
MAN 2100	Human Relations .....	3	
OST 1711	Info. Proc. I/App.....	3	
OST 2722	Info. Proc. II/App.....	3	
OST 2771	Info. Proc. III/Super .....	3	
OST 1330	Business English .....	3	
OST 2401	Clerical Office Practice .....	3	
OST 2601	Machine Transcription I .....	3	
OST 2335	Business Communications .....	3	
			27

### PLUS

Nine (9) credit hours of the following:

ACG 2001	Principles of Accounting I .....	3
ACG 2011	Principles of Accounting II.....	3
APA 1111	Bookkeeping .....	3
BUL 2111	Business Law I.....	3
BUL 2112	Business Law II .....	3
COC 2301	Systems and Applications .....	3
GEB 1011	Introduction to Business .....	3
MTB 1103	Business Mathematics.....	3
OST 1100	Beginning Typewriting .....	3
OST 1110	Intermediate Typewriting .....	3
OST 1211	Beginning Shorthand .....	3
OST 1212	Dictation and Transcription .....	3
OST 2402	Secretarial Office Procedures .....	3
OST 2602	Machine Transcription II.....	3
OST 1949	Co-Op Office Education I.....	3
OST 2949	Co-Op Office Education II .....	3

# Chemistry

## CHEMISTRY (A.A. 04-076)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .(3)		
CHM 1045	General Chemistry I. . . . .	3	
CHM 1045L	General Chemistry I Laboratory. . . . .	1	
ENC 1101	Freshman Communications I. . . . .	3	
MAC 1104	College Algebra . . . . .	3	
SYG 1440*	Introduction to the Social Sciences	3	
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health. . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
Physical Education	.....	1	
		16	17

### SOPHOMORE YEAR

CHM 2210	Organic Chemistry I. . . . .	3
CHM 2210L	Organic Chemistry I Laboratory. . . . .	1
MAC 2311	Calculus with Analytic Geometry I. . . . .	4
PHY 2048	General Physics w/Calculus I . . . . .	4
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1
SPC 1600	Fundamentals of Speech. . . . .	3
	Literature . . . . .	3
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
MAC 2312	Calculus with Analytic Geometry II . . . . .	4
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1
	Physical Education . . . . .	1
	Elective. . . . .	3
		19
		17

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

### PRE-PROFESSIONAL (A.A. 04-078)

#### MEDICAL RELATED: PRE-DENTAL, PRE-MEDICAL, PRE-PHARMACY, PRE-PODIATRY, PRE-VETERINARY

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto. This should be done early in the second semester of the first year in the curriculum.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .(3)		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
CHM 1045	General Chemistry I. . . . .	3	
CHM 1045L	General Chemistry I Laboratory. . . . .	1	
ENC 1101	Freshman Communications I. . . . .	3	
HSC 2200	Life Science and Health. . . . .	3	
MAC 1104	College Algebra . . . . .	3	
ZOO 1013	General Zoology. . . . .	3	
ZOO 1013L	General Zoology Laboratory . . . . .	1	
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
Physical Education	.....		
		20	15

### SOPHOMORE YEAR

CHM 2210	Organic Chemistry I. . . . .	3
CHM 2210L	Organic Chemistry I Laboratory. . . . .	1
PHY 2048***	General Physics w/Calculus I . . . . .	4
or		
PHY 2053	General Physics I. . . . .(3)	
PHY 2048L	General Physics I Laboratory . . . . .	1
BOT 1010	General Botany . . . . .	3
BOT 1010L	General Botany Laboratory . . . . .	1
or		
ZOO 2713	Comparative Vertebrate Anatomy. . . . .(3)	
ZOO 2713L	Comparative Vertebrate Anatomy Laboratory . . . . .(1)	
SYG 1440*	Introduction to the Social Sciences . . . . .	3
	Physical Education . . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1
POS 1001**	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Literature . . . . .	3

17 18

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.



# Communications

## JOURNALISM (A.A. 05-104)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
✓ or		
MUL 1010	Music Appreciation . . . . . (3)	3
ENC 1101	Freshman Communications I. . . . .	3
✓ ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
JOU 1100	Basic Writing for Mass Commu. . . . .	3
JOU 2103	Reporting and Writing Techniques. . . . .	3
✓ MGF 1120	General Education Mathematics I. . . . .	3
MGF 1121	General Education Mathematics II . . . . .	3
✓ MMC 1000	Survey of Communications . . . . .	3
✓ POS 1001*	Introduction to Political Science . . . . .	3
PSY 2012	General Psychology. . . . .	3
✓ SYG 1440**	Introduction to the Social Sciences . . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
SPC 1601	Public Speaking. . . . .	3
	Literature . . . . .	6
	Physical Education . . . . .	2
	Science . . . . .	6
	Electives. . . . .	6
		62

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

## LIBERAL ARTS (A.A. 05-105)

### CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, FOREIGN LANGUAGES, FOREIGN LANGUAGES TEACHER

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
✓ or		
MUL 1010	Music Appreciation . . . . . (3)	3
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	2
HSC 2200	Life Science and Health. . . . .	3
MGF 1120	General Education Mathematics I. . . . .	3
MGF 1121	General Education Mathematics II . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SYG 1440**	Introduction to the Social Sciences . . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Foreign Languages (Spanish/French) . . . . .	12
	Literature . . . . .	12
	Physical Education . . . . .	2
	Science . . . . .	6
	Electives**. . . . .	4
		63

\*POS 2041 or AMH 2010 may be substituted.

\*\*Suggested electives: PHI 1100, ORI 2000.

\*\*\*SYG 2000 may be substituted.

## EVALUATING PREVIOUS FOREIGN LANGUAGE STUDY

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2.0. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish will be considered to have had the equivalent of 1½ years of college Spanish. However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course, regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

## FOREIGN LANGUAGE REQUIREMENT

Beginning August 1, 1987, and continuing until August 1, 1989, any undergraduate transfer student admitted to a university who has not completed two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level must earn such foreign language credits or the equivalent before they may be admitted to the upper division of the university. Beginning August 1, 1989, all undergraduate students (freshman and transfer students), must already have earned the equivalent of two credits of sequential foreign language at the secondary level before admission to a university.

Exempted from this rule are: (1) Those students who received Associate in Arts degrees prior to September 1, 1987, and (2) those students who enroll in an Associate in Arts degree program in a Florida community college and who maintain continuous, full-time enrollment until they are admitted to a university in the Florida State University System.

## SPEECH — DRAMA (A.A. 05-103)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
✓ or		
MUL 1010	Music Appreciation . . . . . (3)	3
DAA 2160	Fundamentals of Dance; Contem..	1
DAA 2161	Intermediate Dance: Contemporary . . . . .	1
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
MGF 1120	General Education Mathematics I. . . . .	3
MGF 1121	General Education Mathematics II . . . . .	3
ORI 2000	Oral Interpretation . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
SYG 1440**	Introduction to the Social Sciences . . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
SPC 1601	Public Speaking . . . . .	3
THE 1000	Introduction to the Theatre . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
TPA 1210	Fundamentals of Stagecraft . . . . .	3
TPA 1211	Advanced Stagecraft . . . . .	3
TPP 2100	Acting I. . . . .	3
	Literature . . . . .	6
	Science . . . . .	6
	Voice Class. . . . .	1

63

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

# Criminal Justice

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for criminal justice personnel which are greater in both magnitude and complexity than those which they have faced before.

The degree programs emphasizing law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A number of related Law Enforcement, Corrections, and Criminal Justice career fields are open to the graduate of the types of police and corrections programs listed below. There is no discrimination on the ground of race, color, sex, religion or national origin.

## CRIMINAL JUSTICE (A.A. 19-423) LAW ENFORCEMENT/CORRECTIONS.

This course of study is open to both men and women students and provides a modern approach to the field of Criminal Justice, with specialized study in Law Enforcement and/or Corrections, including relations with the police, courts, and correctional agencies in the total administration of Criminal Justice. The program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of social control. The program as recommended leads to graduation with an Association in Arts degree in Criminal Justice, which will enable a student to transfer to a senior university in the Florida University System in order to obtain a Baccalaureate degree or Associate in Science in Criminal Justice (Terminal).

It has been the experience of Criminal Justice faculty that 99.5% of majors at Palm Beach Junior College, upon their entrance to the College, state their desire to continue their education to at least the Baccalaureate level. This goal may be interrupted at the end of the two-year Associate level for job experience and training and return to the upper division school will be at a later date. Studies have shown that the best employees in the field are those who combine schooling with job experiences. Our program allows students a full year before their decisions become crucial to their studies, in that both terminal and transfer programs are identical for the first year.

Students electing the transfer program will take the five core courses and select two additional classes based on mutual agreement with their counselor. Terminal students will complete all Criminal Justice courses to complete their program.

Survey of Palm Beach County Criminal Justice agencies reveal that agency heads are satisfied with the knowledge that students have after graduation from PBJC in the Criminal Justice field; however, they have requested that greater emphasis be placed upon communications skills, both oral and written. This request parallels the position the State Department of Education and schools in the State of Florida are now taking. With this in mind, it is highly recommended that all students matriculate in the transfer sequence.

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**NOTE:** Students desiring to continue their college education at a senior university must complete at least 36 hours of general education subjects. Any substitution of courses for the Law Enforcement degree program must be approved by the program manager. A minimum of 21 hours in any of the criminal justice courses listed must be completed to earn the A.A. degree in Criminal Justice.

## CRIMINAL JUSTICE-TRANSFER ASSOCIATE IN ARTS (GENERAL EDUCATION REQUIREMENTS)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CCJ 1020*	Administration of Criminal Justice .	3	
CCJ 1400	Police Administration I. ....	3	
ENC 1101	Freshman Communications I. ....	3	
SYG 1440**	Introduction to the Social Sciences .....	3	
SPC 1600	Fundamentals of Speech.....	3	
PE	Physical Education .....	1	
CCJ 1401	Police Administration II .....		3
	or		
CCJ 2310	Org. & Admin. of Correct. Fac. .(3)		3
CCJ 2210*	Criminal Law .....		3
ENC 1102	Freshman Communications II .....		3
POS 1001**	Introduction to Political Science ..		3
PSY 2012	General Psychology.....		3
PE	Physical Education .....		1
		16	16

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CCJ 2330*	Principles of Probation .....	3	
CLP 2002	Personality Dev. & Adjustment ..	3	
HSC 2200	Life Science and Health.....	3	
MGF 1120	General Education		
	Mathematics I.....	3	
	Literature .....	3	
	Science .....	3	
ARH 1000	Art Appreciation.....		3
	or		
MUL 1010	Music Appreciation .....	(3)	
CCJ 2231	Laws of Arrest, Search & Seizure .		3
CCJ 2500*	Juvenile Delinquency.....		3
MGF 1121	General Education		
	Mathematics II .....	3	
	Science .....	3	
		18	15

\*Core Curriculum, Criminal Justice

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

## CRIMINAL JUSTICE (A.S. 19-424) ASSOCIATE IN SCIENCE (TERMINAL)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CCJ 1020*	Administration of Criminal Justice .....	3	
CCJ 1400	Police Administration I.....	3	
ENC 1101	Freshman Communications I. ....	3	
SYG 1440**	Introduction to the Social Sciences .....	3	
SPC 1600	Fundamentals of Speech.....	3	
PE	Physical Education .....	1	
CCJ 1401	Police Administration II .....		3
CCJ 2210*	Criminal Law .....		3
ENC 1102	Freshman Communications II .....		3
	or		
ENC 1210	Technical Writing .....	(3)	
POS 1001**	Introduction to Political Science ..		3
PSY 2012	General Psychology.....		3
PE	Physical Education .....		1
		16	16

**CRIMINAL JUSTICE (A.S. 19-424) cont.**
**SOPHOMORE YEAR**

CCJ 2230	Laws of Evidence . . . . .	3	
CCJ 2310	Organ. & Admin. of Corr. Facility . . . . .	3	
CCJ 2500*	Juvenile Delinquency . . . . .	3	
CJT 2100	Criminal Investigation . . . . .	3	
CLP 2002	Personality Development & Adjust . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
CCJ 2231	Laws of Arrest, Search & Seizure . . . . .	3	
CCJ 2330*	Principles of Probation . . . . .	3	
CCJ 2940	Intern Criminal Justice . . . . .	4	
CJT 2140	Criminalistics . . . . .	3	
SYG 2010	American Social Problems . . . . .	3	
		18	16

\*Core Curriculum, Criminal Justice.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

APB 1191	Anatomy and Physiology II . . . . .	2
APB 1191L	Anatomy and Physiology II Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MGF 1120	General Education Mathematics I . . . . .	3
	Module F . . . . .(1)	
	Module K . . . . .(1)	
	Module H, I, J, G, or L . . . . .(1)	
POS 1001**	Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Physical Education . . . . .	2
		41

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

# Dental Health Services

## DENTAL HYGIENE (A.S. 07-151)

The dental hygiene program is approved by the Florida State Board of Dentistry and is accredited by the ADA Commission of Accreditation. Graduates are eligible to take National and State Board Examinations to become licensed dental hygienists. The program leads to an A.S. degree.

All dental hygiene courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic areas of the program. The remaining courses listed must be taken in the sequence designated or prior to the dental hygiene courses.

The student must maintain at least a "C" average to remain in the program and must make a "C" or better in ALL of the dental hygiene curriculum courses, Anatomy and Physiology, Chemistry, and Microbiology. Natural sciences must have been taken within the past five years and dental science courses must have been taken within the past three years, or qualify for acceptance by challenge examination.

Please refer to admission requirements.

### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AML 2010*	American Literature to 1865 . . . . .	3	
APB 1170	Microbiology . . . . .	2	
APB 1170L	Microbiology Laboratory . . . . .	1	
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Laboratory . . . . .	1	

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
DEH 1003	Clinical Dental Hygiene I . . . . .	3	
DEH 1003L	Clinical Dental Hygiene I Laboratory . . . . .	3	
DEH 2602	Periodontics I . . . . .	1	
DEH 2702	Preventive Dentistry I . . . . .	1	
DES 1000	Dental Anatomy . . . . .	2	
DES 1000L	Dental Anatomy Laboratory . . . . .	1	
DES 1200C	Dental Radiology . . . . .	2	
DEH 1800C	Clinical Dental Hygiene II . . . . .	7	
DEH 2603	Periodontics II . . . . .	1	
DEH 2703	Preventive Dentistry II . . . . .	2	
DES 1030	Oral Embryology and Histology . . . . .	2	
DES 1050	Pharmacology I . . . . .	1	
		13	13

## SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
DEH 2604	Periodontics III . . . . .	1	
DEH 2704	Preventive Dentistry III . . . . .	1	
DEH 2804C	Clinical Dental Hygiene III . . . . .	6	
DES 1047	General and Oral Pathology . . . . .	1	
DES 1052	Pharmacology II . . . . .	1	
DES 1100	Elements of Dental Materials . . . . .	2	
DES 1100L	Elements of Dental Materials Laboratory . . . . .	1	
DEH 2605	Periodontics IV (Externship) . . . . .	3	
DEH 2701	Community Dentistry . . . . .	2	
DEH 2806C	Clinical Dental Hygiene IV . . . . .	6	
		13	11

The proposed and recommended main body of the dental hygiene curriculum is built on the premise that all the support courses would have been completed by the beginning of the Fall Semester of the two years of dental hygiene.

However, there is time built into the schedule for completion of some few of the support courses during the Spring and Summer six-week terms, should this prove necessary. This flexibility allows for the student applicant to repeat any courses below the "C" grade level, and also allows the applicant missing only a few support courses completion within a two-year dental hygiene time frame.

**DENTAL LABORATORY TECHNOLOGY (A.S. 07-152)**

This two-year curriculum includes all the areas of instruction as defined by the Council on Education of the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Education of the American Dental Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Summer
DES 1000	Dental Anatomy . . . . .	2		
DES 1000L	Dental Anatomy Laboratory . . . . .	1		
DTE 1000	Orientation and Terminology . . . . .	1		
DTE 1100C	Complete Denture Techniques I . . . . .	4		
DTE 1110C	Cast Inlay and Crown Techniques . . . . .	2		
ENC 1101	Freshman Communications I . . . . .	3		
PSC 1341	Introduction to Physics and Chemistry . . . . .	3		
DTE 1101C	Complete Denture Techniques II . . . . .	5		
DTE 1105C	Partial Denture Techniques I . . . . .	2		
DTE 2130C	Special Prosthesis . . . . .	2		
ENC 1102	Freshman Communications II . . . . .	3		
HSC 2200	Life Science and Health . . . . .	3		
AML 2010*	American Literature to 1865 . . . . .	3		
MGF 1120	General Education Mathematics I . . . . .	3		
		16	16	6

**SOPHOMORE YEAR**

DES 1100	Elements of Dental Materials . . . . .	2
DTE 1150C	Crown and Bridge Techniques I . . . . .	5
GEB 1011**	Introduction to Business . . . . .	3
POS 1001***	Introduction to Political Science . . . . .	3
DTE 1140C	Ceramics . . . . .	7
DTE 1200	Jurisprudence and Ethics . . . . .	1
DTE 2151C	Crown and Bridge Techniques II . . . . .	4
		14 12

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be substituted.

\*\*MAN 2021 may be substituted.

\*\*\*AMH 2010, POS 2041, SYG 1440 or SYG 2000 may be substituted.

but is a co-requisite to the course and proficiency is required for graduation.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Summer	Fall
DEA 1000	Introduction to Dental Assisting . . . . .	1	
DEA 1020C	Preclinical Orientation I . . . . .	3	
DES 1200C	Dental Radiology . . . . .	2	
DEA 1120	Related Dental Theory . . . . .	3	
DEA 1800C	Clinical Practice I . . . . .	4	
DEA 1820C	Intraoral Auxiliary Procedures I . . . . .	3	
DEA 2940	Dental Practicum . . . . .	1	
DES 1000	Dental Anatomy . . . . .	2	
DES 1000L	Dental Anatomy Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
		6	17

COURSE	TITLE	Winter Spring	
		Winter	Spring
DEA1200	Dental Office Practice Management . . . . .	3	
DEA 1801C	Clinical Practice II . . . . .	4	
DEA 1821C	Intraoral Auxiliary Procedures II . . . . .	2	
DES 1100	Elements of Dental Materials . . . . .	2	
DES 1100L	Elements of Dental Materials Laboratory . . . . .	1	
PSY 2012	General Psychology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
DEA 1850	Clinical Practice III . . . . .	2	
DEA 1850L	Clinical Practice III Laboratory . . . . .	4	
		18	6

In addition to certificate requirements, the following courses may be taken to obtain an A.S. degree in Dental Assisting (A.S. 07-154).

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Summer	Fall
AML 2010*	American Literature to 1865 . . . . .	3	
CHM 1015	Principles of Chemistry . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
POS 1001**	Introduction to Political Sciences . . . . .	3	
SYG 1440***	Introduction to the Social Sciences . . . . .	3	
	Elective . . . . .	3	
	Physical Education . . . . .	2	
		26	

\*AML 2022, ENL 2010, ENL 2020, LIT 2110, LIT 2120, ARH 1000, or MUL 1010 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

**DENTAL HYGIENE CLINIC**

*Open To The Public*

Monday 8:00AM-4:00PM Tuesday 8:30AM-4:00PM  
Wednesday 9:00AM-4:30PM Thursday 8:30AM-12:30

*Clean and X-ray*

Materials Fee Adult \$8.00

Children under 17 \$4.00

Students/Faculty/Staff \$2.00

**FOR INFORMATION CALL 439-8097**

**DENTAL ASSISTING PROGRAM  
(Certificate Program CT-153)**

This course begins with the Summer Term and covers a period of two terms plus both the Spring and Summer terms. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum

# Engineering Technology

## AUTOMATED MANUFACTURING TECHNOLOGY (A.S. 08-190)

This program prepares students for employment in any business or industry using computers to control processes and equipment. Students work with robots, computer controllers, CNC machinery and materials handling systems to gain proficiency in understanding and trouble-shooting, computer-integrated manufacturing systems.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Summer
EET 1033	Circuit Analysis	3		
EET 1033L	Circuit Analysis Laboratory	1		
CET 2112C	Logic Circuits	4		
ENC 1101	Freshman Communications I	3		
ETI 1481	Introduction to Robotics and Automation	3		
MTB 1321	Technical Mathematics I	3		
CET 1123C	Microprocessors	4		
COP 1170	Technical Basic	3		
EET 1104	Basic Electronics	3		
ENC 1210	Technical Writing	3		
MTB 1322	Technical Mathematics II	3		
POS 1001*	Introduction to Political Science	3		
	Physical Education	1	1	
		17	17	4

### SOPHOMORE YEAR

CET 1143C	Microprocessor Applications	3
EET 2121C	Electronics I	4
EET	Applied Electric Motors and Mechanics	4
ETI	Work Cell Calibration and Control	3
ETM 2312C	Hydraulics and Pneumatics	3
COE 2949	CO-OP: Successful Employability Tech	1
ETI 1411C	Manufacturing Processes	3
ETI	Work Cell Problem Solving and Trouble Shooting	3
HSC 2200	Life Science and Health	3
PSC 1341	Introduction to Physics and Chemistry	3
	Humanities	3
		17
		16

\*POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.

### CAFETERIA HOURS

#### Central Campus

- Monday-Friday 6:30 AM-3:00 PM  
Monday-Thursday 5:00 PM-9:00 PM

#### North Campus

- Monday-Friday 7:30 AM-2:00 PM  
Monday-Thursday 5:00 PM-9:00 PM

All campuses closed Fridays, Spring and Summer

## BUILDING CONSTRUCTION (A.A. 08-185)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation	3	
or			
MUL 1010	Music Appreciation	(3)	
COC 1110	Introduction to Computers	3	
ENC 1101	Freshman Communications I	3	
MAC 1104	College Algebra	3	
SYG 1440***	Introduction to the Social Sciences	3	
	Physical Education	1	
EGN 1112	Engineering Graphics	3	
ENC 1102	Freshman Communications II	3	
HSC 2200	Life Science and Health	3	
MAC 1114	Trigonometry	3	
SPC 1600	Fundamentals of Speech	3	
	Physical Education	1	
		16	16

### SOPHOMORE YEAR

ACG 2001	Principles of Accounting I	3
BCN 1210	Building Construction Materials	3
BCN 2253C	Architectural Drafting	3
PHY 2053	General Physics I	3
PHY 2048L	General Physics I Laboratory	1
POS 1001**	Introduction to Political Science	3
EGN 2312	Statics	3
MAC 2311	Calculus w/Analytic Geometry I	4
PHY 2054	General Physics II	3
PHY 2049L	General Physics II Laboratory	1
	Literature	3
	General Education Electives	3
		16
		17

\*\*\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Check with your academic advisor as to the upper division school you wish to attend, as entry requirements vary from school to school.

The Univ. of Florida requires that a course in geology be completed during the first two years of the college program.

## BUILDING CONSTRUCTION MANAGEMENT (A.S. 08-198)

A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Building Construction courses.

### BUILDING CONSTRUCTION COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
BCN 1272	Plans Interpretation	3	
BCN 1616	Advanced Construction Estimating	3	
BCN 1740	Construction Law	3	
BCN 1750	Construction Finance	3	
BCN 2220	Construction Materials and Methods	3	
BCN 2712	Construction Supervision Procedure	3	
BCN 2941	Building Construction Experience	3	
SUR 1100	Basic Surveying	3	
		24	

**ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE**

ARH 1000***Art Appreciation . . . . .	3
BCN 1210 Building Construction Materials . . . . .	3
BCN 2253C Architectural Drafting . . . . .	3
ENC 1101 Freshman Communications I . . . . .	3
ETD 1110C Introduction to Technical Drawing . . . . .	2
HSC 2200 Life Science and Health . . . . .	3
HSC 1400 Standard First Aid and CPR . . . . .	1
MTB 1321 Technical Mathematics I . . . . .	3
MTB 1322 Technical Mathematics II . . . . .	3
POS 2041* American National Government . . . . .	3
PSC 1341 Introduction to Physics and Chemistry . . . . .	3
SYG 1440**Introduction to Social Sciences . . . . .	3
SUR 2101C Surveying I . . . . .	4
Physical Education . . . . .	2
ENC 1210 Technical Writing . . . . .	3
	42

\*POS 1001 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** SUR 1100 Basic Surveying may be A.S. credit for graduation in the Building Construction Management Program in lieu of any of the above construction courses.

\*\*\*MUL 1010 may be substituted.

# ASC 2690	Instrument Ground School . . . . .	3
# ATF 2300	Flight - Instrument . . . . .	3
# ATT 2610	Advanced Instrument Flight Simulator Laboratory . . . . .	1
PSC 1341	Introduction to Physics and Chemistry . . . . .	3
	Physical Education . . . . .	1
		16
		17

\*MAT 1033, MAT 1104 may be substituted.

\*\*SYG 2000 may be substituted.

\*\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students should check with their advisors for specific course that may be required by some upper division schools.

The following credit shall be given if the student holds

PRIVATE LICENSE	INSTRUMENT LICENSE
ASC 1001	ASC 1001
ATF 1100	ASC 2690
	ATF 1100
COMMERCIAL LICENSE	ATF 2300
ASC 1001	
ATF 1100	
	ATF 2200

**COMMERCIAL PILOT TECHNOLOGY (A.S. 08-197)**

This program is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation. The student may pursue a certificate program by completion of those courses marked with the symbol "#".

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
# ASC 1001	Private Pilot Ground School . . . . .	3	
# ASC 1640	Propulsion Systems . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MTB 1321*	Technical Mathematics I . . . . .	3	
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
# ASC 1320	Aero-Safety and Regulations . . . . .	2	
# ASC 2550	Aerodynamics . . . . .	3	
# ATF 1100	Flight - Private . . . . .	3	
# ATT 1600	Basic Instrument Flight Simulator Laboratory . . . . .	1	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . . (3)		
MTB 1322*	Technical Mathematics II . . . . .	3	
ENC 1210	Technical Writing . . . . .	3	
		16	18

**SOPHOMORE YEAR**

# ASC 1210	Aero-Meteorology . . . . .	3
# ATF 2200	Flight - Commercial . . . . .	3
# ATT 2605	Basic Instrument Flight Adv. Sim. Laboratory . . . . .	1
HSC 2200	Life Science and Health . . . . .	3
POS 1001***	Introduction to Political Science . . . . .	3
PSC 1513	Survey of Physical Science . . . . .	3
# ASC 1110	Aero-Navigation . . . . .	3
# ASC 2005	Aerospace and Air Travel . . . . .	3

**COMMERCIAL PILOT TECHNOLOGY Operations Option (A.S. 08-197)**
**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ASC 1001	Private Pilot Ground School . . . . .	3	
ASC 1640	Propulsion Systems . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MAT 1033	Intermediate Algebra . . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ASC 1320	Aero-Safety & Regulations . . . . .		2
COC 1110	Introduction to Computers . . . . .	3	
GEB 1011	Introduction to Business . . . . .	3	
MAC 1104	College Algebra . . . . .	3	
	Physical Education . . . . .	1	
ARH 1000***	Art Appreciation . . . . .		3
		16	15

**SOPHOMORE YEAR**

ACG 2001	Principles of Accounting I . . . . .	3
BUL 2111	Business Law I . . . . .	3
ENC 1210	Technical Writing . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
POS 1001**	Introduction to Political Science . . . . .	3
PSC 1513	Survey of Physical Science . . . . .	3
ASC 2005	Aerospace and Air Travel . . . . .	3
ECO 2013	Principles of Economics I . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MAN 2800	Small Business Management . . . . .	3
PSC 1341	Introduction to Physics and Chemistry . . . . .	3
		18
		15

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*MUL 1010 may be substituted.

## DRAFTING AND DESIGN TECHNOLOGY (A.S. 08-178)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in such design areas as are in the responsibility of the draftsman.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I.....	3	
EET 1004C	Essentials of Electricity .....	3	
EGN 1112*	Engineering Graphics .....	3	
MTB 1321	Technical Mathematics I .....	3	
POS 1001**	Introduction to Political Science ..	3	
	Physical Education .....	1	
CAP 1220	Computer Drafting .....		2
ETD 1601C	Electrical Drafting.....		2
ETD 1731	Fabrication Drafting.....		3
ETI 1411C	Manufacturing Processes .....		3
HSC 2200	Life Science and Health.....		3
MTB 1322	Technical Mathematics II.....		3
		16	16

### SOPHOMORE YEAR

BCN 1210	Construction Materials.....	3
BCN 2253C	Architectural Drafting.....	3
ETD 2801C	Technical Illustration .....	3
ETG 2530C	Properties & Testing of Materials..	4
PSC 1341	Introduction to Physics and Chemistry.....	3
CAP 2230	Advanced Computer Drafting .....	3
ENC 1210	Technical Writing .....	3
ETD 2121C	Surveying Drawing.....	2
ETD 2705	Machine/Mechanical Drafting .....	3
ETI 2633	Industrial Relationships .....	3
	Physical Education .....	1
ARH 1000***	Art Appreciation .....	3
		16
		18

\*If a student has not completed a high school course in drafting, he must take ETD 1110C Introduction to Technical Drawing.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*MUL 1010 may be substituted.

### ELECTRONICS TECHNOLOGY (A.S. 08-177)

Skilled technicians are needed to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction on research and development. At Palm Beach Junior College, students can become familiar with the latest theory and practice in electrical and electronic circuitry, and can become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

The student may pursue a certificate program by completion of those courses marked with the symbol "#."

### FRESHMAN YEAR

#	COURSE	TITLE	SEMESTER HOURS CREDIT	
			Fall	Winter
#	CET 2112C	Logic Circuits .....	4	
#	EET 1033	Circuit Analysis.....	3	
#	EET 1033L	Circuit Analysis Laboratory.....	1	
	ENC 1101	Freshman Communications I ..	3	
	HSC 2200	Life Science and Health .....	3	
#	MTB 1321	Technical Mathematics I .....	3	
		Physical Education .....	1	
#	CET 1123C	Microprocessors .....	4	
	ENC 1210	Technical Writing.....	3	
	ETD 1601C	Electrical Drafting .....	2	
#	MTB 1322	Technical Mathematics II .....	3	
	POS 1001*	Introduction to Political Science ..	3	
		Physical Education .....	1	
			18	16

### Spring Summer

#	EET 1104	Basic Electronics .....	3
	SYG 1440**	Introduction to the Social Sciences .....	3
	PSC 1341	Introduction to Physics and Chemistry .....	3

### SOPHOMORE YEAR OPTION-ELECTRONICS

	ARH 1000	Art Appreciation .....	Fall Winter	
			Fall	Winter
		or		
	MUL 1010	Music Appreciation .....	(3)	
	EET 2121C	Electronics I .....	4	
	EET 2515	DC and AC Dynamos .....	4	
		Technical Electives .....	4	
	EET 2122C	Electronics II .....	4	
	EET 2322	Communication Electronics .....		4
		or		
	EST 2541C	Servo-Mechanism and Instrumentation .....		4
	ETI 2633	Industrial Relationships .....		3
			15	15

### SOPHOMORE YEAR OPTION-POWER

	ARH 1000	Art Appreciation .....	Fall Winter	
			Fall	Winter
		or		
	MUL 1010	Music Appreciation .....	(3)	
	EET 2121C	Electronics I .....	4	
	EET 2515C	DC and AC Dynamos .....	4	
	EET 2545	Power Transmission .....	3	
	EET 2122C	Electronics II .....		4
	EST 2541C	Servo-Mechanism and Instrumentation .....		4
	ETG 2530C	Properties and Testing of Materials .....		4
			14	12

#Indicates certificate program.

\*AMH 2010 or POS 2041 may be substituted.

\*\*SYG 2000 may be substituted.

**ENGINEERING (A.A. 08-176)**

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics, along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in his engineering career.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
CHM 1045	General Chemistry I.....	3	
CHM 1045L	General Chemistry I Lab .....	1	
ENC 1101	Freshman Communications I.....	3	
MAC 1114	Trigonometry .....	3	
SYG 1440***	Intro. to the Social Sciences .....	3	
SPC 1600	Fundamentals of Speech.....	3	
CHM 1046	General Chemistry II.....	3	
CHM 1046L	General Chemistry II Lab.....	1	
EGN 1112	Engineering Graphics .....	3	
ENC 1102	Freshman Communications II .....	3	
MAC 2311	Calculus w/Analytic Geometry I.....	4	
POS 1001*	Intro. to Political Science .....	3	
		<u>16</u>	<u>17</u>

**SOPHOMORE YEAR**

MAC 2312	Calculus w/Analytic Geometry II ..	4
PHY 2048	General Physics w/Calculus I ..	4
PHY 2048L	Gen. Physics w/Calculus I Lab ..	1
	Physical Education .....	1
	Electives.....	3
	Literature .....	3
ARH 1000 or MUL 1010	Art Appreciation .....	3
	Music Appreciation .....	(3)
HSC 2200	Life Science and Health.....	3
MAC 2313	Calculus w/Analytic Geometry III..	4
PHY 2049	General Physics w/Calculus II ..	4
PHY 2049L	General Physics w/Calculus II Lab .....	1
	Physical Education .....	1
	Electives** .....	3
		<u>17</u>
		<u>18</u>

\*POS 2041 or AMH 2010 may be substituted.

\*\*COP 2110 is recommended as an elective.

\*\*\*SYG 2000 may be substituted.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

The University of Florida requires that a course in general biology be completed during the first two years of the college program.

**FIRE SCIENCE TECHNOLOGY (A.S. 08-195)**

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire science categories. A student wishing to earn a certificate rather than an Associate in Science Degree may do so by completing only the Fire Science Technology courses.

Students in the Fire Science Program may receive 2 semester hours credit for EMT I by presenting a valid current state certificate to the department chairperson.

Eight semester hours credit will be awarded for EMS 2234 EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC I, if the student presents a valid current state certificate to the department chairperson.

**FIRE SCIENCE COURSES**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
FFP 1000	Introduction to Fire Science Technology .....	3	
FFP 1203	Fire Prevention.....	3	
FFP 1600	Fire Apparatus and Equipment ..	3	
FFP 1640	Fire Hydraulics.....	3	
FFP 2300	Related Fire Codes and Ordinances.....	3	
FFP 2320	Building Constr. for Fire Protection	3	
FFP 2100	Fire Administration.....	3	
FFP 2240	Fire Investigation and Arson Detection .....	3	
FFP 2410	Strategies in Emergency Management .....	3	
			<u>27</u>

**ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE**

BCN 1272	Plans Interpretation .....	3
ENC 1101	Freshman Communications I.....	3
HSC 2200	Life Science and Health.....	3
HSC 1400*	Standard First Aid and CPR.....	1
PHI 1100	The Art of Thinking .....	3
MAN 2100	Human Relations .....	3
MGF 1120	General Education Mathematics I ..	3
POS 2112	American State and Local Government .....	3
SPC 1600	Fundamentals of Speech.....	3
SYG 1440***	Introduction to the Social Sciences ..	3
POS 1001***	Introduction to Political Science ..	3
	Physical Education .....	2
	Elective.....	3
ARH 1000***	Art Appreciation .....	3
ENC 1210	Technical Writing .....	3
		<u>42</u>

\*A student holding a first aid instructor's course certificate may substitute an elective for HSC 1400.

\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*SYG 2000 may be substituted.

\*\*\*\*MUL 1010 may be substituted.

**LIBRARY HOURS**

*Central Campus* Monday-Thursday 7:30 AM-9:00 PM Friday 7:30 AM-4:00 PM

*Glades Campus* Monday-Friday 8:00 AM-4:00 PM Monday-Thursday 6:00 PM-9:00 PM

*North Campus* Monday-Thursday 7:00 AM-9:00 PM Friday 7:00 AM-4:00 PM

*All campuses closed Fridays, Spring and Summer Terms. Glades campus closed Summer Term.*

## INDUSTRIAL ARTS (A.A. 08-184)

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a Bachelor's degree in Industrial Arts Education. In addition, it includes basic courses of the major field for teacher certification in the state of Florida.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation .....	3	
or			
MUL 1010	Music Appreciation .....	(3)	
EGN 1112	Engineering Graphics .....	3	
ENC 1101	Freshman Communications I.....	3	
MAC 1104	College Algebra .....	3	
SYG 1440**	Intro. to the Social Sciences .....	3	
	Physical Education .....	1	
AMH 2010*	United States History to 1865* .....	3	
HSC 2200	Life Science and Health.....	3	
MAC 1114	Trigonometry .....	3	
SPC 1600	Fundamentals of Speech.....	3	
	Physical Education .....	1	
ENC 1012	Technical Writing .....	3	
		16	16

### SOPHOMORE YEAR

BCN 1210	Building Construction Materials...	3
BCN 2254C	Architectural Drafting.....	3
GRA 1501	Graphic Arts I.....	3
PHY 2053	General Physics I.....	3
PHY 2048L	General Physics I Laboratory .....	1
	General Education Electives*** ..	3
PHY 2054	General Physics II .....	3
PHY 2049L	General Physics II Laboratory .....	1
PSY 2012	General Psychology.....	3
	Literature .....	3
***	General Education Electives*** ..	6
		16
		16

\*POS 1001 or POS 2041 may be substituted.

\*\*SYG 2000 may be substituted.

\*\*\*Suggested electives: ART 1110, ART 1111, OST 1100, EDF 1005, PHI 1100, CLP 2002.

**NOTE:** Students should check with their advisors for specific courses that may be required by some upper division schools.

## LAND SURVEYING (A.S. 08-179)

This program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination. The student may pursue a certificate program by completion of those courses marked with the symbol "#."

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I ...	3	
# ETD 1110C*	Introduction to Technical Drawing.....	2	
# MTB 1321**	Technical Mathematics I .....	3	
PSC 1341	Introduction to Physics and Chemistry .....	3	
# SUR 2101	Surveying I .....	4	

## SYG 1440\*\*\*Introduction to the Social Sciences .....

ETD 2121C	Surveying Drawing .....	3
# MTB 1322**	Technical Mathematics II .....	3
ENC 1210	Technical Writing.....	3
POS 1001****	Introduction to Political Science .....	3
# SUR 2201C	Surveying III .....	4
	Physical Education .....	1
		18
		16

### SOPHOMORE YEAR

HSC 2200	Life Science and Health .....	3
# SUR 2300C	Topography and Mapping.....	3
SUR 2330	Photogrammetry .....	3
# SUR 2400	Legal Aspects of Surveying ..	3
SUR 2610C	Surveying II.....	4
ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
HSC 1400	Standard First Aid and CPR .....	1
SUR 2402	Land Surveying and Descriptions.....	3
SUR 2460	Subdivisions .....	3
# SUR 2500	Electronic and Geodetic Surveying .....	4
	Physical Education .....	1
	Electives***** .....	3
		16
		18

#Indicates certificate program.

\*For those with previous drawing experience, EGN 1112 is required.

\*\*MAC 1114 and MAC 2311 may be substituted.

\*\*\*SYG 2000 may be substituted.

\*\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*\*ACG 2001 or BUL 2111 is recommended.



# Health and Home Economics

## CHEF APPRENTICESHIP CERTIFICATION PROGRAM (CT.23-069)

This program prepares students for a career in the culinary arts field of the hospitality industry. This is a three-year work experience program related to particular academic courses required for certification. The student will work 6000 hours in a quality hotel or restaurant under a certified chef and take the stated courses during that three-year period. Upon completion of this program, the graduate will become a certified cook by the American Culinary Federation. This program is under the auspices of the American Culinary Federation, Palm Beach Chef's Association, State of Florida Bureau of Apprenticeship, and the United States Department of Labor.

## CERTIFICATE IN CHEF APPRENTICESHIP (CT.23-069)

COURSE	TITLE	SEMESTER HOURS CREDIT	
FOS 1201	Food Service Sanitation . . . . .	1	
FSS 1100	Menu Planning and Merchandising . . . . .	3	
FSS 1940	Chef Apprentice Experience . . . . .		
	Module A: Kitchen Org./Butcher/ Meat . . . . .	1	
	Module B: Pastry/Baking . . . . .	1	
	Module C: Garde Mange . . . . .	1	
	Module D: Prep. of Veg./Breakfast . . . . .	1	
	Module E: Roasting/Banquet. . . . .	1	
	Module F: Sauces/Soups . . . . .	1	
FSS 2100	Purchasing for Hospitality . . . . .		
	Business . . . . .	3	
FSS 2249	Pastry and Garde Mange II . . . . .	4	
FSS 2500	Food and Beverage Cost Control . . . . .	3	
HFT 2220	Personnel Management Practices. . . . .	3	
HUN 1001	Basic Nutrition . . . . .	2	
		25	

## DIETETICS — FOODS AND NUTRITION (A.A. 23-074)

A suggested curriculum for students who are interested in university preparation for professional positions in Nutrition and Dietetics, including Co-ordinated Undergraduate Program. It allows students to fulfill their basic requirements before transferring to the upper level university.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . (3)		
CHM 1045	General Chemistry I . . . . .	3	
CHM 1045L	General Chemistry I Laboratory. . . . .	1	
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
ENC 1101	Freshman Communications I. . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
FSS 1210	Meal Management . . . . .	3	
HUN 1201	Elements of Nutrition . . . . .	3	
MAT 1033	Intermediate Algebra . . . . .	3	
POS 1001*	Introduction to Political Science . . . . .	3	
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	2	

### SOPHOMORE YEAR

AML 2010	American Literature to 1865 . . . . .	3
CHM 2210	Organic Chemistry I . . . . .	3
CHM 2210L	Organic Chemistry I Laboratory. . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
ECO 2013	Principles of Economics I. . . . .	3
FSS 1221	Principles of Quantity Food Prod. . . . .	4
FSS 1004	Food Serv. Mgmt. in Health Care Fac. . . . .	2
HSC 2200	Life Science and Health . . . . .	3
APB 1170	Microbiology . . . . .	2
APB 1170L	Microbiology Laboratory . . . . .	1
MGF 1120	General Education Mathematics II . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
		35

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

## DIETETIC TECHNICIAN — NUTRITION CARE EMPHASIS (A.S. 23-512)

This program prepares students for a career in the field of dietetics. The Dietetic Technician is trained to assist the Registered Dietitian (R.D.) in providing nutritional care to individuals and groups. The curriculum has been developed along the guidelines of the American Dietetic Association.

Upon successful completion of this course, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers, and community agencies.

### GENERAL EDUCATION REQUIREMENTS

COURSE	TITLE	SEMESTER HOURS CREDIT	
ENC 1101	Freshman Communications I. . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1120	General Education Mathematics I. . . . .	3	
SYG 1440*	Introduction to the Social Sciences . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
BSC 1010	Principles of Biology . . . . .	3	
	Humanities . . . . .	3	
	Physical Education . . . . .	2	
		23	

### PROGRAM REQUIREMENTS

#### Must Be Taken In Sequence

HUN 1201	Elements of Nutrition . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
DIE 1412	Nutrition Education . . . . .	3
DIE 1419	Practicum I. . . . .	3
FSS 1221	Principles of Quantity Food Production . . . . .	4
FSS 1300	Food Service Management . . . . .	3
DIE 2211	Diet Therapy . . . . .	3
DIE 2270	Practicum II . . . . .	4
DIE 2301	Advanced Nutrition . . . . .	3
DIE 2350	Practicum III . . . . .	4
DIE 2500	Dietetic Seminar . . . . .	1
	Elective ** . . . . .	3
		40

Twelve semester hours of credit will be given to Dietetic Assistants who graduate from approved programs licensed through the American Dietetic Association.

Currently certified Dietary managers who graduated from an approved program will receive twelve credit hours.

\*SYG 2000 may be substituted.

\*\*Electives: COC 1110, HFT 2220, FSS 2100.

## EARLY CHILDHOOD EDUCATION (A.S. 23-342)

All students must take the general education courses and the Early Childhood Education core. The student may choose to take either the traditional track or the Montessori track, but do not have to take both.

### GENERAL EDUCATION CORE

BSC 1010	Principles of Biology .....	3
DAA 1050	Fundamentals of Rhythms .....	2
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II.....	3
HSC 2200	Life Science and Health.....	3
MGF 1120	General Education Math I .....	3
SYG 2000*	Introduction to Sociology .....	3
	Physical Education .....	1
SPC 1600	Fundamentals of Speech.....	3
	Humanities.....	3

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### EARLY CHILDHOOD EDUCATION CORE

CHD 1220	Child Development, Infancy/Pre School.....	3
SYG 2340	Lifestyles & Family Relationships ..	3
PSY 2012	General Psychology .....	3
CHD 2227	Managing Children's Behavior....	3
CHD 2800	Child Care Facility Management ..	3
FSS 1112	Foods for Children .....	3
HSC 1400	First Aid and CPR .....	2
HUS 1003	Introduction to Human Services ..	3

23

### TRADITIONAL TRACK

CHD 1110	Infants and Toddlers.....	3
CHD 1320	Methods and Materials I .....	3
CHD 1338	Methods and Materials II .....	3
CHD 1949	Co-op: Child Care I .....	3
CHD 2949	Co-op: Child Care II .....	3

15

### MONTESORI SPECIALIZATION TRACK

EDF 1105	Introduction to Education.....	3
EEC 1006	Montessori Philosophy.....	1
EEC 2530	Directed Observation & Participa. I	3
EEC 2531	Early Childhood Laboratory I.....	1
EEC 2532	Directed Observation & Participa. II	3
EEC 2533	Early Childhood Laboratory II .....	1
EEC 2940	Montessori Teaching Practicum I..	3
EEC 2941	Montessori Teaching Practicum II ..	3

18

**NOTE:** Twelve semester hours of credit will be given to successful graduates in Early Childhood from the Palm Beach County Vocational/Technical centers. Students that have a certificate from the American Montessori Society will receive 15 credits toward this degree.

\*SYG 1440 may be substituted.

### EARLY CHILDHOOD EDUCATION CERTIFICATE (CT.23-343)

This program of study is designed for students to acquire skills and knowledge essential for gainful employment in child care, nursery or pre-school center.

This certificate also meets the thirteen functional areas of CDA, **CHILD DEVELOPMENT ASSOCIATE**. The CDA credential which recognizes professional achievement, is awarded to child care providers who have demonstrated their skill in working with young children by successfully completing the requirements of the CDA assessment system. For acceptance into the CDA program, an appointment with the Early Childhood advisor is necessary.

### GENERAL EDUCATION CORE

COURSE	TITLE	SEMESTER HOURS CREDIT
CHD 1220	Child Develop., Infancy/Preschool.	3
CHD 1320	Methods and Materials I .....	3
CHD 1338	Methods and Materials II .....	3
CHD 2227	Managing Children's Behavior....	3
CHD 1949	Co-op: Child Care I .....	3
CHD 2949	Co-op: Child Care II .....	3
EEC 1001	Early Childhood Education .....	3
ENC 1101	Freshman Communications I.....	3
FSS 1112	Food for Children .....	3
HSC 2200	Life Science and Health.....	3
HES 1400	Standard First Aid and CPR .....	1
SPC 1600	Fundamentals of Speech.....	3

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### FASHION (A.S. 23-073)

This curriculum is for students who will, after graduation from Palm Beach Junior College, enter careers in fabric and fashion promotion, fashion design, custom dressmaking, merchandising, wardrobe consultant, clothing management specialist.

### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation .....	3
CTE 1310	Elements of Clothing Construction	3
CTE 1401	Textiles .....	3
CTE 1705	Fashion Theory .....	3
CTE 1743	Creative Pattern Making I .....	3
CTE 1801	New York Fashion Visit (Optional) .	1
CTE 2200	Clothing Selection .....	3
CTE 2514	Fashion History .....	3

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### GENERAL EDUCATION

ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II .....	3
HSC 2200	Life Science and Health.....	3
APB 1120	Environmental Conversation .....	3
SPC 1600	Fundamentals of Speech.....	3
MGF 1120	General Education Mathematics I ..	3
SYG 2000*	Introduction to Sociology .....	3
	Physical Education .....	2

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### FASHION MERCHANDISING

GEB 1011	Introduction to Business .....	3
MAN 2100	Human Relations .....	3
MAN 2800	Small Business Management .....	3
MAR 1151	Principles of Retailing .....	3
or		
MAR 2011	Principles of Marketing .....	(3)
MTB 1103	Business Mathematics .....	3
	Electives .....	3

18

### FASHION DESIGN

ART 1201	Design Fundamentals .....	3
CTE 1731	Trade Sketching .....	3
CTE 1744	Creative Pattern Making II .....	3
CTE 2340	Advanced Clothing Construction ..	3
CTE 2745	Fashion Design-Draping .....	3
	Electives .....	3

18

\*SYG 1440 may be substituted.

**FASHION DESIGN AND FASHION MERCHANDISING  
(A.A. 23-507)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in clothing textiles, fashion merchandising, fashion design, and fashion promotion.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
ART 1201	Design Fundamentals . . . . .	3
CTE 1310	Elements of Clothing Construction	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1120	General Education Mathematics I . . . . .	3
CTE 1401	Textiles . . . . .	3
SYG 1440*	Introduction to the Social Sciences	3
	Physical Education . . . . .	2
	Science . . . . .	6
		32

**SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CTE 1743	Creative Pattern Making I . . . . .	3
CTE 1705	Fashion Theory . . . . .	3
CTE 2200	Clothing Selection . . . . .	3
CTE 2340	Advanced Clothing Construction . . . . .	3
CTE 2514	Fashion History . . . . .	3
ECO 2013	Principles of Economics I . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
	Literature . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MGF 1211	General Education Mathematics II . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
		33

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CHM 1015	Principles of Chemistry . . . . .	3
	Literature . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
PHI 1100	Art of Thinking . . . . .	3
PSY 2012	General Psychology . . . . .	3
CLP 2002	Personality Development . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Electives . . . . .	3
MGF 1211	General Education Mathematics II . . . . .	3
		15
		16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Some colleges offering Health Education recommend some of the following courses in addition to the above requirements: APB 1190, APB 1190L.

**HOME ECONOMICS (A.A. 23-501)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles, and in other related areas.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
CTE 1310	Elements of Clothing Construction . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FSS 1210	Meal Management . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MGF 1120	General Education Mathematics I . . . . .	3
	Physical Education . . . . .	2
POS 1001*	Introduction to Political Science . . . . .	3
	Science . . . . .	6
SYG 1440**	Introduction to the Social Sciences . . . . .	3
		32

**SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
CHD 1220	Child Develop., Infancy/Preschool . . . . .	3
CTE 2200	Clothing Selection . . . . .	3
CTE 2340	Advanced Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
ECO 2013	Principles of Economics I . . . . .	3
HSC 2200	Life Science and Health . . . . .	3
	Literature . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MGF 1121	General Education Mathematics II . . . . .	3
		33

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**HOSPITALITY MANAGEMENT (A.S. 23-060)**

This program prepares students for a career in the hospitality industry. Students must take all courses in the core and general education requirements.

The Food Service Management option prepares students for employment in the food service industry at the mid-management level in restaurants, cafeterias, extended care facilities, schools, hospitals, fast-food service and others.

The Hotel Management option prepares students for the mid-management level in hotels, motels, and clubs. Laboratory

**HEALTH EDUCATION (A.A. 23-226)**

This suggested curriculum provides university parallel courses to meet the needs of students who are interested in university preparation for professional health education positions in voluntary, industrial, federal, or public health agencies; teaching health science at the elementary, secondary, college, or university levels; emergency care agencies; and patient education in hospitals, clinics, or health maintenance organizations.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . .(3)		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ZOO 1013	General Zoology . . . . .	3	
ZOO 1013L	General Zoology . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
	Physical Education . . . . .	1	2
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
POS 1001*	Introduction to Political Science . . . . .	3	
		17	14

experience and training are provided through part-time employment in local establishments and in PBJC's Hospitality Training Center.

### CORE COURSES

COURSE	TITLE	SEMESTER HOURS CREDIT	
APA 1111	Bookkeeping .....	3	
or			
ACG 2001	Principles of Accounting .....	(3)	
FSS 1210	Basic Food Preparation .....	3	
FSS 1221	Principles of Quantity Food Production .....	4	
FSS 1261	Dining Room Management .....	3	
FSS 2100	Purchasing for the Hospitality Business .....	3	
FSS 2500	Food and Beverage Cost Control .....	3	
HFT 1000	Introduction to the Hospitality Business .....	3	
HFT 2220	Personnel Management Practices .....	3	
MTB 1103	Business Mathematics .....	3	
	Physical Education .....	2	
		<u>30</u>	

### GENERAL EDUCATION

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ENC 1101	Freshman Communications I .....	3	
HSC 2200	Life Science and Health .....	3	
In consultation with advisor:			
Humanities .....	3		
Mathematics .....	3		
Natural Science .....	3		
Social Science .....	3		
		<u>18</u>	

### FOOD SERVICE MANAGEMENT

#### Required Courses:

FSS 1222	Quantity Food Production II .....	4
HUN 1201	Elements of Nutrition .....	3

#### Plus a minimum of 12 credit hours from the following:

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
COC 1110	Introduction to Computers .....	3	
FOS 1201	Food Service Sanitation .....	1	
FSS 1004	Food Serv. Mgmt. in Health Care Facilities .....	2	
FSS 1100	Menu Planning and Merchandising .....	3	
FSS 2248	Pastry and Garde Mange I .....	4	
FSS 2249	Pastry and Garde Mange II .....	4	
FSS 2401	Hospitality Equipment Layout and Design .....	3	
HFT 1949	CO-Op: Hospitality Management I .....	3	
HFT 2949	CO-Op: Hospitality Management II .....	3	
HFT 2434	Elements of Club Management .....	3	
FSS 1300	Introduction to Food Service Management .....	3	
HFT 2250	Hotel Financial Management .....	3	
HFT 2300	Housekeeping Management .....	3	
or			
HFT 2320	Hotel and Restaurant Property Management .....	(3)	
HFT 2410	Hotel Front Office Administrative Procedures .....	3	
HFT 2510	Sales Promotion and Advertising in Hotels .....	3	
HFT 2600	Legal Aspects Hotel/Food Service Administration .....	3	
	Electives .....	2	
		<u>17</u>	

### HUMAN SERVICES SPECIALIST (A.S. 23-345)

The Human Services Specialist is a caring, concerned professionally trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be

equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems required professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped, and many others who need help. The students become counselors, interviewers, out-reach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Junior College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their field work experience training.

### HUMAN SERVICES SPECIALIST LEVEL I (C.T. 23-346)

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
HUS 1003*	Introduction to Human Services .....	3	
HUS 1100*	Interviewing and Counseling .....	3	
HUS 1200*	Principles of Group Dynamics .....	3	
PSY 2012*	General Psychology .....	3	
HES 1400	Standard First Aid & Personal Safety .....	1	
ENC 1101	Freshman Communications I .....	3	
GEY 2000	Gerontology .....		3
HUS 1531	Couns. the Chemically Depnd. Person .....		3
HUS 2520	Psychotherapy: Theory & Practice .....		3
HUS 1850**	Field Work in Human Services I .....		4
HUS 2851**	Field Work in Human Services II .....		4
		<u>16</u>	<u>17</u>

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Spring	Summer
HSC 2200	Life Science and Health .....	3	
SYG 2340	Lifestyles and Family Relationships .....	3	
SYG 2000***	Introduction to Sociology .....	3	
	Humanities .....		3
		<u>6</u>	<u>6</u>

### HUMAN SERVICES SPECIALIST LEVEL II (A.S. 23-345)

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
DEP 2102	Child Growth and Development .....	3	
CLP 2002	Personality Development .....	3	
MGF 1120	General Education Mathematics I .....	3	
SYG 2361	Death and Dying .....	3	
SPC 1600	Fundamentals of Speech .....	3	
	Physical Education .....	2	
	Science .....		3
		<u>64</u>	

\*These courses should be taken together.

\*\*These are eight-week modules. All these courses should be taken together.

\*\*\*SYG 1440 may be substituted.

### MEDICAL TECHNOLOGY (A.A. 23-036)

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college, the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work

at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the school year in the program outlines.

#### FRESHMAN YEAR

##### SEMESTER HOURS CREDIT

Fall Winter

COURSE	TITLE		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology. . . . .	3	
ZOO 1013L	General Zoology Laboratory . . . .	1	
CHM 1045	General Chemistry I. . . . .	3	
CHM 1045L	General Chemistry I Laboratory... .	1	
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory.. .	1	
ENC 1101	Freshman Communications I. . . . .	3	
ENC 1102	Freshman Communications II . . . .	3	
MAC 1104	College Algebra . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . .(3)		
HSC 2200	Life Science and Health. . . . .	3	
	Physical Education . . . . .	1	
		17	18

#### SOPHOMORE YEAR

Literature . . . . .	3	
SYG 1440**Introduction to the Social Sciences	3	
POS 1001* Introduction to Political Science ..	3	
PHY 2053 General Physics I. . . . .	3	
PHY 2048L General Physics Laboratory .. .	1	
PHY 2054 General Physics II . . . . .	3	
PHY 2049L General Physics II Laboratory . .	1	
CHM 2210 Organic Chemistry I. . . . .	3	
CHM 2210L Organic Chemistry I Laboratory... .	1	
CHM 2211 Organic Chemistry II . . . . .	3	
CHM 2211L Organic Chemistry II Laboratory ..	1	
	Physical Education . . . . .	
SPC 1600 Fundamentals of Speech. . . . .	3	
	14	15

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Some colleges offering Medical Technology highly recommend some of the following courses in addition to the above requirements: BOT 1010, BOT 1010L, PHI 1100, STA 2014, COC 1110.

OTH 1800	Therapy . . . . .	3
PSY 2012	Occupational Therapy Practicum I	2
SYG 1440*	General Psychology. . . . .	3
	Introduction to the Social Sciences	3
	Physical Education . . . . .	1
DEP 2102	Child Growth and Development.. .	3
LEI 2700	Therapeutic Recreation . . . . .	3
OTH 1121	Terapeutic Media . . . . .	2
OTH 1300C	Psychiatric Occupational Therapy. .	3
OTH 2410	Introduction to Human Disease . .	3
	Humanities. . . . .	3
	Physical Education . . . . .	1
		18
		18

#### SOPHOMORE YEAR

HSC 2200	Life Science and Health. . . . .	3
HSC 1400	Standard First Aid and CPR . . . .	1
MGF 1120	General Education Mathematics I. .	3
OTH 1520C	Pediatric Occupational Therapy ..	3
OTH 1802	Occupational Therapy Practicum II	1
OTH 2100C	Occupational Therapy Activities ..	3
OTH 2420	Occupational Therapy for the Physically Disabled . . . . .	3
OTH 2933	Seminar for Clinical Practice . . . .	1
OTH 2840	Supervised Clinical Practice I . . . .	5
OTH 2841	Supervised Clinical Practice II . . . .	5
		17
		11

\*SYG 2000 may be substituted.

#### OCCUPATIONAL THERAPY (A.A. 23-237)

##### FRESHMAN YEAR

##### SEMESTER HOURS CREDIT

COURSE	TITLE		
OTH 1001	Introduction to Occupational Therapy . . . . .	3	
ARH 1000	Art Appreciation. . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . .(3)		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory ..	1	
ZOO 1013	General Zoology. . . . .	3	
ZOO 1013L	General Zoology Laboratory . . . .	1	
ENC 1101	Freshman Communications I. . . . .	3	
ENC 1102	Freshman Communications II . . . .	3	
HSC 2200	Life Science and Health. . . . .	3	
MGF 1120	General Education Mathematics I. .	3	
	Physical Education . . . . .	1	1
SYG 1440**Introduction to Social Sciences . . . . .	3		
POS 1001* Introduction to Political Science ..		3	
		17	17

#### SOPHOMORE YEAR

ART 1100	Introduction to Crafts . . . . .	3
ART 1110	Ceramics I . . . . .	2
	Literature . . . . .	3
HSC 1400	Standard First Aid and CPR . . . .	1
PSC 1513	Survey of Physical Science . . . .	3
CHM 1015	Principles of Chemistry . . . . .	3
PSY 2012	General Psychology. . . . .	3
CLP 2002	Personality Development. . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
MGF 1121	General Education Mathematics II	3
		15
		15

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Some colleges offering Occupational Therapy highly recommend some of the following courses in addition to the above requirements: STA 2014, ANT 2000, NUR 2130.

#### FRESHMAN YEAR

##### SEMESTER HOURS CREDIT

Fall Winter

COURSE	TITLE		
APB 1190	Anatomy and Physiology I. . . . .	2	
APB 1190L	Anatomy and Physiology I Laboratory . . . . .	1	
ENC 1101	Freshman Communications I. . . . .	3	
OTH 1001	Introduction to Occupational		

## **PARAMEDIC (A.S. 23-449)**

This program is designed for the individual who wishes to increase his/her knowledge in the area of scientific principles related to the paramedic skill areas. The graduate will also obtain the needed knowledge and skills in the management and human relations aspects of supervision.

### **#450 PARAMEDIC CERTIFICATE**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
EMS 2234	Emergency Medical Tech. - Paramedic I . . . . .	8	
EMS 2235	Emergency Medical Tech. - Paramedic II . . . . .	8	
		16	
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Laboratory . . . . .	1	
APB 1191	Anatomy and Physiology II . . . . .	2	
APB 1191L	Anatomy and Physiology II Laboratory . . . . .	1	
CHM 1015	Principles of Chemistry . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
GEB 1011	Introduction to Business . . . . .	3	
MAN 2021	Principles of Management . . . . .	3	
MAN 2100	Human Relations . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
MRE 2001	Medical Terminology . . . . .	3	
MAN 2340*	Principles of Supervision . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
SYG 2000**	Introduction to Sociology . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Humanities . . . . .	3	
	Physical Education . . . . .	2	
		66	

\*FFP 2410 may be substituted.

\*\*SYG 1440 may be substituted.

## **PHYSICAL THERAPY (A.A. 23-228)**

### **FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ZOO 1013	General Zoology . . . . .	3	
ZOO 1013L	General Zoology Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
	Physical Education . . . . .	1	1
MGF 1121	General Education Mathematics II . . . . .	3	
CHM 1045	General Chemistry I . . . . .	3	
CHM 1045L	General Chemistry I Laboratory . . . . .	1	
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
PHI 1100	Art of Thinking . . . . .	3	
		18	15

### **SOPHOMORE YEAR**

Literature . . . . .	3
HSC 2200 Life and Science and Health . . . . .	3
HSC 1400 Standard First Aid and CPR . . . . .	1
PHY 2053 General Physics I . . . . .	3
PHY 2048L General Physics I Laboratory . . . . .	1

PHY 2054	General Physics II . . . . .	3
PHY 2049L	General Physics II Laboratory . . . . .	1
PSY 2012	General Psychology . . . . .	3
CLP 2002	Personality Development . . . . .	3
SYG 1440**	Introduction to Social Sciences . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
MAC 1104	College Algebra . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
		16
		17

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

## **RADIOLOGICAL TECHNOLOGY (A.S. 23-303)**

Palm Beach Junior College provides the opportunity for any individual who has completed a program of Radiological Technology which meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Radiologic Technologists, and passed the Registry examination in X-ray Technology to finish the below listed requirement of the college for graduation to receive an Associate in Science Degree in Radiological Technology. Information may be obtained from the College on Radiological Technology training in local hospitals.

Credit would be granted to the student for courses listed below:

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
RTE 1401C	Radiological Technique I . . . . .	3	
RTE 1800L	Applied Radiological Technique I . . . . .	3	
RTE 1402C	Radiological Technique II . . . . .	3	
RTE 1810L	Applied Radiological Technique II . . . . .	5	
APB 1223	Topgraphic Anatomy & Physiology . . . . .	3	
RTE 2403C	Radiological Technique III . . . . .	3	
RTE 2850L	Applied Radiological Technique III . . . . .	3	
RTE 2404C	Radiological Technique IV . . . . .	3	
RTE 2840L	Applied Radiological Technique IV . . . . .	5	
RTE 2860L	Applied Radiological Technique V . . . . .	5	
		36	

### **ADDITIONAL COURSES TO BE COMPLETED BY THE STUDENT INCLUDE:**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		FALL	WINTER
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	*Principles of Biology Laboratory(1)		
MGF 1120	General Education Mathematics I . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
SYG 1440**	Introduction to the Social Sciences . . . . .	3	
	Physical Education . . . . .	1	
ARH 1000	Art Appreciation . . . . .		3
or			
MUL 1010	Music Appreciation . . . . . (3)		
ENC 1102	Freshman Communications II . . . . .		3
or			
ENC 1210	Technical Writing . . . . . (3)		
HSC 2200	Life Science and Health . . . . .		3
PSY 2012	General Psychology . . . . .		3
SPC 1600	Fundamentals of Speech . . . . .		3
	Physical Education . . . . .	1	
		13-14	16

\*BSC 1010L is optional.

\*\*SOC 2000 may be substituted.

NOTE: It is highly recommended that during the Fall term, MRE 2001 be taken.

# Mathematics

## MATHEMATICS (A.A. 11-251)

FRESHMAN YEAR		SEMESTER HOURS CREDIT		
COURSE	TITLE		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3		
or				
MUL 1010	Music Appreciation . . . . .(3)	3		
ENC 1101	Freshman Communications I. . . . .	3		
FRE 1100	Elementary French I. . . . .	3		
MAC 2311	Calculus with Analytic Geometry I. .	4		
SYG 1440	Intro. to the Social Sciences . . . . .	3		
	Physical Education . . . . .	1		
ENC 1102	Freshman Communications II . . . . .	3		
FRE 1101	Elementary French II . . . . .	3		
MAC 2312	Calculus with Analytic Geometry II . .	4		
COP 2110	Fortran Programming. . . . .	3		
POS 1001**	Intro. to Political Science . . . . .	3		
	Physical Education . . . . .	1		
		17	17	
SOPHOMORE YEAR				
FRE 2200	Literature* . . . . .	3		
HSC 2200	Intermediate French I. . . . .	3		
MAC 2313	Life Sciences & Health. . . . .	3		
PHY 2048	Calculus with Analytic Geometry III .	4		
PHY 2048L	General Physics with Calculus I . .	3		
	Laboratory . . . . .	1		
FRE 2201	Intermediate French II . . . . .	3		
MAP 2302	Differential Equations. . . . .	3		
STA 2014	Statistics. . . . .	3		
PHY 2049	General Physics with Calculus II . .	3		
PHY 2049L	General Physics w/Calculus II			
	Laboratory . . . . .	1		
SPC 1600	Fundamentals of Speech. . . . .	3		
		17	16	

\*See catalogue section "General Education Requirements."

\*\*POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.



# Music

## MUSIC, MUSIC EDUCATION (A.A. 12-276)

This curriculum is designed for students who plan to work for the Baccalaureate Degree in one of the following: Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, or Sacred Music.

Candidates for this degree must pass a piano proficiency examination prior to graduation. Students who are piano majors will select courses in applied music class instruction other than MVK 1111A, B and MVK 2121A, B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460, and 2470.

FRESHMAN YEAR		SEMESTER HOURS CREDIT
COURSE	TITLE	
MUS 0010	Recital Seminar . . . . .	0
	Ensembles . . . . .	2
	Applied Music. . . . .	4
MUT 1111	Music Theory I . . . . .	3
MUT 1112	Music Theory II . . . . .	3
MUT 1241	Ear Training & Sight Singing I . . . . .	1
MUT 1242	Ear Training & Sight Singing II. . . . .	1
MVK 1111A	Class Instruction - Piano I . . . . .(1)	2
MVK 1111B	Class Instruction - Piano II. . . . .(1)	
MVK 2121A	Class Instruction - Piano III. . . . .(1)	
MVK 2121B	Class Instruction - Piano IV. . . . .(1)	
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
POS 1001*	Introduction to Political Science . . .	3
SYG 1440**	Introduction to the Social Sciences . . .	3
	Physical Education . . . . .	2
	Science . . . . .	3
		36

## SOPHOMORE YEAR

Applied Music. . . . .	4	
Ensembles . . . . .	2	
Introduction to Music History I. . . . .	3	
MUH 2121	Introduction to Music History II . . . . .	3
MUS 0010	Recital Seminar . . . . .	0
MUT 2116	Music Theory III. . . . .	3
MUT 2117	Music Theory IV. . . . .	3
MUT 2231	Keyboard Harmony I. . . . .	1
MUT 2232	Keyboard Harmony II. . . . .	1
MUT 2246	Ear Training & Sight Singing III. . . . .	1
MUT 2247	Ear Training & Sight Singing IV. . . . .	1
MGF 1120	General Education Mathematics I. . .	3
MGF 1121	General Education Mathematics II . .	3
PSC 1513	Survey of Physical Science. . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

37

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.



### MUSIC (A.S. 12-278)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. The nonmusic electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Ensembles.....	2
MUS 0010	Recital Seminar.....	0
MUT 1001	Music Fundamentals.....	3
MVK 1111A	Class Instruction - Piano I.....(1)	
MVK 1111B	Class Instruction - Piano II.....(1)	2
MVK 2121A	Class Instruction - Piano III.....(1)	
MVK 2121B	Class Instruction - Piano IV.....(1)	
ENC 1101	Freshman Communications I .....	3
ENC 1102	Freshman Communications II .....	3
MFG 1120	General Education Mathematics I...	3
SPC 1600	Fundamentals of Speech .....	3
SYG 1440*	Introduction to the Social Sciences..	3
	Physical Education .....	2
	Science .....	3
		31

#### SOPHOMORE YEAR

MUH 2111	Applied Music .....	4
MUH 2121	Ensembles.....	2
MUS 0010	Introduction to Music History I.....	3
MUT 1111	Introduction to Music History II.....	3
MUT 1112	Recital Seminar.....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training and Sight Singing I.....	1
MUT 1242	Ear Training and Sight Singing II.....	1
HSC 2200	Life Science and Health .....	3
PSY 2012	General Psychology .....	3
	Electives .....	6
		32

\*\*SYG 2000 may be substituted.

### POPULAR MUSIC AND JAZZ (A.S. 12-279)

This is a two-year technical program that prepares students for professional careers in Pop, Jazz, Rock, and commercial music performer, arranger, composer. It may serve as a basis for more advanced study, also.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Ensembles.....	2
MUC 2301	Introduction to Electronic Music .....	3
MUH 2020	History and Appreciation of Jazz .....	3
MUS 0010	Recital Seminar.....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training and Sight Singing I.....	1
MUT 1242	Ear Training and Sight Singing II.....	1
MVK 1111A	Class Instruction - Piano I.....(1)	
MVK 1111B	Class Instruction - Piano II .....	(1) 2
MVK 2121A	Class Instruction - Piano III .....	(1)
MVK 2121B	Class Instruction - Piano IV.....(1)	
MVV 1111	Class Voice .....	1
ENC 1101	Freshman Communications I .....	3
ENC 1102	Freshman Communications II .....	3
	Physical Education .....	2
		31

#### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Ensembles.....	2
MUH 2111	Introduction to Music History I.....	3
MUH 2121	Introduction to Music History II .....	3
MUS 0010	Recital Seminar.....	0
MUT 1351	Jazz Arranging I .....	2
MUT 1352	Jazz Arranging II .....	2
MUT 2116	Music Theory III.....	3
MUT 2231	Keyboard Harmony I .....	1
MUT 2246	Ear Training and Sight Singing III .....	1
MUT 2641	Instrumental Improvisation .....	1
or		
MUM 2031	Pop Vocal Style I .....	(1)
MVS 1116	Class Guitar.....	1
HSC 2200	Life Science and Health .....	3
MGF 1120*	General Education Mathematics I...	3
SYG 1440*	Introduction to the Social Sciences..	3
	Science .....	3
		35

\*\*SYG 2000, POS 1001, POS 2041 or AHM 2010 may be substituted.

### POPULAR MUSIC AND JAZZ (ONE YEAR CERTIFICATE PROGRAM) (C.T. 12-280)

COURSE	TITLE	SEMESTER HOURS CREDIT
	Applied Music .....	4
	Ensembles.....	2
MUH 2020	History and Appreciation of Jazz .....	3
MUH 2111	Introduction to Music History .....	3
MUS 0011	Seminar in Music .....	0
MUT 1111	Music Theory I.....	3
MUT 1112	Music Theory II .....	3
MUT 1241	Ear Training & Sight Singing I.....	1
MUT 1242	Ear Training & Sight Singing II .....	1
MUT 1351	Jazz Arranging .....	2
MUT 2641	Instrumental Improvisation .....	1
or		
MUM 2031	Pop Vocal Style I .....	(1)
MVV 1111	Class Voice .....	1
	Electives* .....	8
		32

\*Six hours of MUS 1949 and MUS 2949 may be substituted.

# Nursing

## NURSING (A.S. 13-301)

### Please refer to Admission Requirements.

This program is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. Any student convicted of a felony must have the charge reviewed by the State Board of Nursing prior to writing the licensure exam. The program leads to graduation with the Associate in Science degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. It is recommended that each student who plans to enter PBJC ADN program see a member of the nursing faculty for an interview.

All nursing courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

The student must maintain at least a "C" average to remain in the program and must make a "C" or above in all nursing courses. Anatomy and Physiology, and Microbiology. Sciences must have been taken within five years. It is strongly recommended that Anatomy and Physiology be taken prior to entering the program. If a student has taken MGF 1120K (Ratio and Proportion) more than six months prior to entering the program, he/she must pass an exam to prove competence in the course content.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1170	Microbiology.....	2	
APB 1170L	Microbiology Laboratory .....	1	
APB 1190	Anatomy and Physiology I .....	2	
APB 1190L	Anatomy and Physiology I Lab ..	1	
ENC 1101	Freshman Communications I.....	3	
MGF 1120K*	Ratio and Proportion .....	1	
NUR 1023	Nursing Concepts .....	6	
PSY 2012	General Psychology.....	3	
APB 1191	Anatomy and Physiology II .....	2	
APB 1191L	Anatomy and Physiology II Lab ..	1	
ENC 1102	Freshman Communications II ..	3	
HUN 1201	Elements of Nutrition .....	3	
NUR 1210C	Nursing Process I .....	6	
NUR 2130	Human Growth and Development ..	3	
		19	18

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Spring	
NUR 2211C	Nursing Process II-A .....	5	
NUR 2421C	Nursing Process II-B .....	(5)	
NUR 2310C	Nursing Process II-C .....	(5)	
NUR 2214C	Nursing Process II-D .....	(5)	
NUR 2520C	Nursing Process II-E .....	(5)	
	Physical Education .....	1	
		6	
		Fall	Winter

Two of the following:

NUR 2211C Nursing Process II-A .....	5
NUR 2421C Nursing Process II-B .....	5
NUR 2310C Nursing Process II-C .....	(5)
NUR 2214C Nursing Process II-D .....	(5)
NUR 2520C Nursing Process II-E .....	(5)
NUR 2211C Nursing Process II-A .....	5
NUR 2421C Nursing Process II-B .....	5
NUR 2310C Nursing Process II-C .....	(5)
NUR 2214C Nursing Process II-D .....	(5)
NUR 2520C Nursing Process II-E .....	(5)

### NUR 2520C Nursing Process II-E .....

Plus

NUR 1140	Nursing Pharmacology .....	1
HSC 2200	Life Science and Health*.....	3
SYG 2000	Introduction to Sociology** .....	3

Two of the following:

NUR 2211C Nursing Process II-A .....	5	
NUR 2421C Nursing Process II-B .....	5	
NUR 2310C Nursing Process II-C .....	(5)	
NUR 2214C Nursing Process II-D .....	(5)	
NUR 2520C Nursing Process II-E .....	(5)	
	Plus	
NUR 1140	Nursing Pharmacology .....	
	Physical Education .....	1
	Humanities .....	3
MGF 1120H	Introduction to Algebra .....	1
MGF 1120	Elective.....	1
		16 (17) 16 (17)

\*May be challenged - Must do so before time to sign up for registration.

\*\*SYG 1440, POS 1001, POS 2041, AMH 2010 may be substituted.

### TEN MONTH LPN TO RN PROGRAM

(Courses to be taken after student has met prerequisites)

SEMESTER  
HOURS CREDIT  
Spring

### COURSE TITLE

One of the following:

NUR 2211C Nursing Process II-A .....	5
NUR 2421C Nursing Process II-B .....	(5)
NUR 2310C Nursing Process II-C .....	(5)
NUR 2214C Nursing Process II-D .....	(5)
NUR 2520C Nursing Process II-E .....	(5)
	5

Fall Winter

Two of the following:

NUR 2211C Nursing Process II-A .....	5
NUR 2421C Nursing Process II-B .....	5
NUR 2310C Nursing Process II-C .....	(5)
NUR 2214C Nursing Process II-D .....	(5)
NUR 2520C Nursing Process II-E .....	(5)
NUR 2000* Introduction to Professional Nursing .....	1
NUR 1140 Pharmacology .....	1
HSC 2200 Life Science and Health** .....	3
SYG 2000 Introduction to Sociology*** .....	3

Two of the following:

NUR 2211C Nursing Process II-A .....	5
NUR 2421C Nursing Process II-B .....	5
NUR 2310C Nursing Process II-C .....	(5)
NUR 2214C Nursing Process II-D .....	(5)
NUR 2520C Nursing Process II-E .....	(5)
NUR 2000* Introduction to Professional Nursing .....	1
NUR 1140 Pharmacology .....	1
	3
NUR 1140 Humanities .....	3
MGF 1120H Introduction to Algebra .....	1
MGF 1120 Elective.....	1
	17 (18) 16 (17)

\*Offered only Fall and Winter. Must be taken prior to entering nursing courses or concurrently with first nursing course.

\*\*May be challenged.

\*\*\*SYG 1440 may be substituted.

## PRE-NURSING (A.A. 13-302)

This program is intended to give the student the first two years of a four-year course leading to a Bachelor's degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the school of Nursing in order to obtain optimum choice of courses at the junior college. In some cases, it may be advisable to transfer at the end of the freshman year.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Lab . . . . .	1	
CHM 1015	Principles of Chemistry . . . . .	3	
ENC 1101*	Freshman Communications I . . . . .	3	
MAT 1033	Intermediate Algebra . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
APB 1191	Anatomy and Physiology II . . . . .	2	
APB 1191L	Anatomy and Physiology II Lab . . . . .	1	
CHM 1045	General Chemistry I . . . . .	3	
CHM 1045L	General Chemistry I Lab . . . . .	1	
ENC 1102*	Freshman Communications II . . . . .	3	
MAC 1104	College Algebra . . . . .	3	
POS 1001**	Introduction to Political Science . . . . .	3	
		15	16

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1170	Microbiology . . . . .	2	
APB 1170L	Microbiology Laboratory . . . . .	1	
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
CHM 1046	General Chemistry II . . . . .	3	
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
HSC 2200	Life Science and Health . . . . .	3	
CLP 2002	Physical Education . . . . .	1	
HUN 1201	Personality Development . . . . .	3	
SPC 1600	Elements of Nutrition . . . . .	3	
SYG 2000	Fundamentals of Speech . . . . .	3	
Literature* . . . . .		3	
Physical Education . . . . .		1	
		14	16

\*Must earn a "C" or better.

\*\*POS 2041 or AMH 2010 (required in many BSN programs) may be substituted.

\*\*\*SYG 1440 may be substituted.

# Physical Education

## PHYSICAL EDUCATION (A.A. 10-227)

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
APB 1190	Anatomy and Physiology I . . . . .	2	
APB 1190L	Anatomy and Physiology I Lab . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1120	General Education Mathematics I . . . . .	3	
PEO 1510	Fundamentals of Soccer . . . . .	2	
PEO 1121	Fundamentals of Golf . . . . .	1	
PEO 1141	Fundamentals of Archery . . . . .	1	
PET 2000	Introduction to Physical Education . . . . .	3	
APB 1191	Anatomy and Physiology II . . . . .	2	
APB 1191L	Anatomy and Physiology II Lab . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1121	General Education Mathematics II . . . . .	3	

PEO 2351	Fundamentals of Racquet Sports . . . . .	3
PEP 1201	Fund. of Stunts, Tumbling Gymnastics . . . . .	3
		16 15

### SOPHOMORE YEAR

HSC 2200	Life Science and Health . . . . .	3
MUL 1010	Music Appreciation . . . . .	3
PEO 1323	Volleyball:Fund'mtals & Officiating . . . . .	3
SYG 1440**	Introduction to the Social Sciences . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
DAA 1050	Fundamentals of Rhythms . . . . .	2
ENL 2010	English Literature . . . . .	3
PEO 2623	Fundamentals of Basketball . . . . .	2
PEP 2101	Essentials of Fitness . . . . .	3
POS 1001*	Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
		15 16

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

**NOTE:** Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

# Physics and Physical Science

## PHYSICS (A.A. 18-401), PHYSICAL SCIENTIST (A.A. 18-405) (Astronomy, Geology, Meteorology)

This physics program is designed for the above-average student. Other students desiring to have a major in physics must plan to take five terms of study.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
or			
MUL 1010	Music Appreciation . . . . . (3)		
CHM 1045	General Chemistry I . . . . .	3	
CHM 1045L	General Chemistry I Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
FRE 1100	Elementary French I . . . . .	3	
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4	
Physical Education . . . . .		1	
CHM 1046	General Chemistry II . . . . .		
CHM 1046L	General Chemistry II Laboratory . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
FRE 1101	Elementary French II . . . . .	3	
HSC 2200	Life Science and Health . . . . .	3	
MAC 2312	Calculus w/Analytic Geometry II . . . . .	4	
Physical Education . . . . .		1	
		18	18

### SOPHOMORE YEAR

MAC 2313	Calculus w/Analytic Geometry III . . . . .	4
COP 2110	FORTRAN Programming . . . . .	3
PHY 2048	General Physics w/Calculus I . . . . .	4
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1
SYG 1440*	Introduction to the Social Sciences . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MAP 2302	Differential Equations . . . . .	3
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1

POS 1001**	Introduction to Political Science ..	3
Literature .....		3
Electives.....		3
	18	17

\*SYG 2000 may be substituted.

\*\*POS 2041 or AMH 2010 may be substituted.

**NOTE:** Students planning to go to the University of Florida should take 7 hours of biology.

# Social Science

## EARLY CHILDHOOD EDUCATION (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private, and church-related nursery schools, kindergartens, Montessori pre-schools, and traditional day-care centers has been developed by Palm Beach Junior College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
COC 1110	Introduction to Computers .....	3
DAA 1050	Fundamentals of Rhythms .....	2
EDF 1005	Introduction to Education.....	3
EEC 1001	Intro. to Early Childhood Education	3
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II .....	3
MGF 1120	General Education Mathematics I.	3
POS 1001*	Introduction to Political Science ..	3
PSY 2012	General Psychology.....	3
SPC 1600	Fundamentals of Speech.....	3
SYG 1440****	Introduction to the Social Sciences	3
	Physical Education .....	1
		33

### SOPHOMORE YEAR

ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
DEP 2102	Child Growth & Development ..	3
FSS 1112	Foods for Children .....	3
HSC 2200	Life Science and Health.....	3
MGF 1121	General Education Mathematics II	3
SYG 2340	Life Styles & Family Relationships.	3
	Literature .....	3
	Science** .....	6

Choose 6 hours of the following:

CHD 1320	Methods and Materials I .....	(3)
CHD 1338	Methods and Materials II .....	(3)
EEC 2530***	Early Child Dir. Obs. & Part I ..	(3)
EEC 2532***	Early Child Dir. Obs. & Part II ..	(3)
		33

**NOTE:** Students desiring to teach in pre-school programs will need to complete the 20-hour Child Care Workers Certification course.

\*POS 2041 or AMH 2010 may be substituted.

\*\*Science requirement dependent on university; recommended: BSC 1010, PSC 1513.

EDF 2002 recommended as option.

\*\*\*EEC 1006 is a co- or prerequisite.

\*\*\*\*SYG 2000 may be substituted.

## EDUCATION (ELEMENTARY LEVEL) (A.A. 14-329)

Academic advisement is required within the division in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation .....	3
or		
MUL 1010	Music Appreciation .....	(3)
BSC 1010*	Principles of Biology .....	3
EDF 1005	Introduction to Education.....	3
ENC 1101	Freshman Communications I.....	3
ENC 1102	Freshman Communications II .....	3
HSC 2200	Life Science and Health.....	3
PSC 1513	Survey of Physical Science .....	3
PSY 2012	General Psychology.....	3
SPC 1600	Fundamentals of Speech.....	3
SYG 1440	Introduction to the Social Sciences	3
	Physical Education .....	2
		32

### SOPHOMORE YEAR

DEP 2102	Child Growth and Development..	3
EDP 2002	Educational Psychology.....	3
GEO 1010	Principles of Geography and Conservation .....	3
MGF 1120**	General Education Mathematics I.	3
MGF 1121**	General Education Mathematics II	3
POS 1001***	Introduction to Political Science ..	3
WOH 1012	Ancient and Medieval Civilizations	3
or		
WOH 1022	Modern Civilizations.....(3)	
or		
AMH 2010	U.S. History to 1865.....(3)	
or		
AMH 2020	U.S. History from 1865 .....	(3)
	Literature .....	6
	Electives**** .....	3
		30

\*Laboratories should be taken, dependent upon requirement of upper level school (university).

\*\*Algebra and/or statistics are strongly recommended as substitutes.

\*\*\*POS 2041 or AMH 2010 may be substituted.

\*\*\*\*Foreign languages, COP 2002, COC 1110, SYG 2340.

## EDUCATION (SECONDARY LEVEL) (A.A.) (CHOOSE GOAL CODE FROM BELOW).

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his advisor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

**GENERAL SOCIAL SCIENCE (A.A. 14-326); GEOGRAPHY (A.A. 14-336); GOVERNMENT-FOREIGN SERVICE (A.A. 14-335); HISTORY (A.A. 14-327); POLITICAL SCIENCE (A.A. 14-339); SOCIAL SCIENCE TEACHER (A.A. 14-328); ANTHROPOLOGY (A.A. 14-324); SOCIOLOGY (A.A. 14-325)**

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
or		
MUL 1010	Music Appreciation . . . . .(3)	
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
MGF 1120	General Education Mathematics I . .	3
MGF 1121	General Education Mathematics II . .	3
POS 1001*	Introduction to Political Science ..	3
SYG 1440**	Introduction to the Social Sciences . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
STA 2014	Statistics. . . . .	3
	Foreign Languages-French,	
	Spanish . . . . .	12
	Literature . . . . .	3
	Physical Education . . . . .	2
	Science . . . . .	6
	Electives. . . . .	10
		<u>63</u>

\*POS 2041 or AMH 2010 may be substituted.

\*\*SYG 2000 may be substituted.

## INTERNATIONAL STUDIES (A.A. 14-333)

COURSE	TITLE	SEMESTER HOURS CREDIT
ARH 1000	Art Appreciation . . . . .	3
or		
MUL 1010	Music Appreciation . . . . .(3)	
ASN 2000	Asian Studies. . . . .	3
CPO 2040	Comparative Governments . . . . .	3
ECO 2013	Principles of Economics I. . . . .	3
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
GEO 010	Principles of Geography & Conservation . . . . .	
HSC 2200	Life Science and Health. . . . .	3
LAH 2130	Latin Amer. History-Colonial Period . .	3
MGF 1120	General Education Mathematics I . .	3
MGF 1121	General Education Mathematics II . .	3
POS 1001*	Introduction to Political Science ..	3
SYG 1440***	Introduction to the Social Sciences . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
SPN 1100**	Elementary Spanish I. . . . .	3
SPN 1101**	Elementary Spanish II . . . . .	3
WOH 1012	Ancient & Medieval Civilizations . .	3
WOH 1022	Modern Civilizations. . . . .	
	Literature . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
		<u>65</u>

1. Recommended electives: ECO 2013, WOH 1012, WOH 1022, PHI 1000, GEO 1010, PSY 2012, SPC 1600, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
2. Recommended electives: GEO 1010, WHO 1012, WOH 1022, PSY 2102, MAC 1104, MAC 1114, SUR 2101, SUR 2610C, SUR 2201C, SUR 2300C, ECO 2013, ECO 2023, ASN 2000, AMH 2580.
3. Recommended electives: ART 1201, WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, POS 2041, POS 2112, ECO 2013, LIT 2210, LIT 2120, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
4. Recommended electives: WOH 1012, WOH 1022, AMH 2010, AMH 2020, LAH 2130, LAH 2131, GEO 1010, REL 2300, POS 2041, ANT 2000, SYG 2000, ASN 2000, AMH 2580.
5. Recommended electives: WHO 1012, WOH 1022, AMH 2010, AMH 2020, GEO 1010, ECO 2013, PHI 1000, ANT 2000, ASN 2000, AMH 2580.
6. Recommended electives: WOH 1012, WOH 1022, GEO 1010, AMH 2010, AMH 2020, ECO 2013, POS 2041, POS 2112, CCJ 1100, PSY 2102, DEP 2102, EDF 1005, SPC 1600, SYG 2010, ANT 2000, SYG 2000, AMH 2580.
7. Recommended electives: ECO 2013, ECO 2023, WOH 1012, WOH 1022, MAF 2001, POS 2112, CCJ 1100, PSY 2012, CLP 2002, PEP 2102, PHI 1000, FSS 1210C, CTE 1310C, AMH 2010, AMH 2020, POS 2041, SPC 1600, SYG 2010, ANT 2000, SYG 2000, ASN 2000, AMH 2580, SYG 2361, SOP 2740.

**NOTE:** Senior college choice may necessitate some changes including a rearrangement of the program.

**NOTE:** The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

- EDF 1005 Introduction to Education (Teaching)
- SPC 1600 Fundamentals of Speech
- PSY 2012 General Psychology
- DEP 2102 Child Growth and Development

\*POS 2041 or AMH 2010 may be substituted.

\*\*French may be substituted.

\*\*\*SYG 2000 may be substituted.

## PRE-LAW (A.A. 14-332)

COURSE	TITLE	SEMESTER HOURS CREDIT
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1120	General Education Mathematics I . .	3
POS 1001	Introduction to Political Science ..	3
SYG 1440	Introduction to the Social Sciences . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
SYG 2000	Foreign Language . . . . .	
	Science . . . . .	6
	Physical Education . . . . .	2
		<u>32</u>

## SOPHOMORE YEAR

AMH 2010	U.S. History to 1865. . . . .	3
AMH 2020	U.S. History from 1865 to Present. .	3
ARH 1000	Art Appreciation . . . . .	3
or		
MUL 1010	Music Appreciation . . . . .(3)	
HSC 2200	Life Science and Health. . . . .	3
MGF 1121	General Education Mathematics II . .	3
PHI 1100	Art of Thinking . . . . .	3
POS 2041*	American National Government ..	3
	Literature . . . . .	3
	Elective. . . . .	1
	Foreign Language . . . . .	6
		<u>31</u>

\*POS 1001 or AMH 2010 may be substituted.

**PRE-MINISTRY AND PHILOSOPHY (A.A. 14-334)**

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory ..	1
ENC 1101	Freshman Communications I. . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Life Science and Health. . . . .	3
MGF 1120	General Education Mathematics I . .	3
MUL 1010	Music Appreciation . . . . .	3
PEL 1011	Team Activities . . . . .	1
PHI 1000	Introduction to Philosophy . . . . .	3
REL 1210	Old Testament . . . . .	3
SYG 1440*	Introduction to the Social Sciences .	3
	Foreign Language . . . . .	6
	Physical Education . . . . .	1
		<u>36</u>

**SOPHOMORE YEAR**

ENL 2010	English Literature to 1660 . . . . .	3
MGF 1121	General Education Mathematics II . .	3
POS 2041**	American National Government . . . .	3
PSC 1513	Survey of Physical Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
REL 1243	New Testament . . . . .	3
REL 2300	Major Religions of the World . . . . .	3
SPC 1600	Fundamentals of Speech. . . . .	3
	Elective. . . . .	3
		<u>27</u>

\*POS 2041 or AMH 2010 may be substituted.

\*\*The Mathematics Department may determine special entrance requirements.

\*\*\*SYG 2000 may be substituted.

**SOCIAL WORKER (A.A. 14-330)**

The social worker is a caring, compassionate, professionally trained person with the knowledge, skills and attitudes essential for the beginning professional. A core of courses are designed to prepare the student for matriculation into Bachelor's degree programs in such areas as human services, social work, counseling, gerontology, etc.

The student may volunteer for field work experience as an extracurricular activity to enhance and improve his/her preparation as a beginning professional in the broad field of "helping" professions.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation . . . . .(3)	3	
ENC 1101	Freshman Communications I. . . . .	3	
HUS 1003	Introduction to Human Services . .	3	
HUS 1100	Interviewing and Counseling . . . .	3	
PSY 2012	General Psychology. . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1120	General Education Mathematics I . .	3	
MGF 1121	General Education Mathematics II . .	3	
SPC 1600	Fundamentals of Speech. . . . .	3	
SYG 1400***	Introduction to the Social Sciences .	3	
		<u>15</u>	<u>15</u>

**SOPHOMORE YEAR**

BSC 1010	Principles of Biology . . . . .	3
HUS 1200	Principles of Group Dynamics . . . .	3
POS 1001*	Introduction to Political Science . .	3
SYG 2340	Lifestyles & Family Relationships .	3
	Physical Education . . . . .	1
CLP 2002	Personality Development. . . . .	3
DEP 2102	Child Growth and Development.. .	3
	Science . . . . .	3
	Physical Education . . . . .	1
	Electives**. . . . .	7
		<u>13</u>
		<u>17</u>

**SOPHOMORE YEAR**

ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation . . . . .(3)	3
CLP 2002	Personality Develop. & Adjustment	3
POS 1001*	Introduction to Political Science ..	3
SOP 2740	Feminist Psychology . . . . .	3
	Foreign Language . . . . .	3
		<u>3</u>
		<u>3</u>

\*AMH 2010 or POS 2041 may be substituted.

\*\*Foreign language encouraged.

\*\*\*HUS 1531 Counseling the Chemically Dependent.

\*\*\*SYG 2000 may be substituted.

**NOTES:**

## COURSE DESCRIPTIONS



# Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designed as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect courses titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SYG 0000 at a community college, he cannot be required to repeat SYG0000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

## General Rule for course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SYG\_000.

## First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered — i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SYG 1000; a school offering the same course in sophomore year will number it SYG 1440. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology". The title does not affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories.

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples: Marine Biology OCB\_013 (lecture only)

OCB\_013L (lab only)

Marine Biology OCB\_013C (lecture & with Lab lab combined)

Therefore, OCB\_013C is equivalent to OCB\_013 plus OCB\_013L.

## SPECIALIZED, BUSINESS, TECHNICAL, PROFESSIONAL PROGRAM

## Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC\_132, \_133, \_134). In these cases subject matter topics may not be taught in the same sequence, course by course, in several institutions, however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

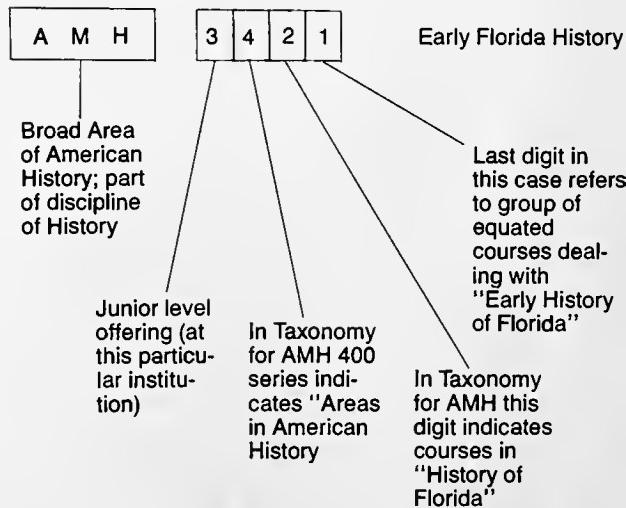
## Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course content in an organized fashion within a classification systems developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes, AFH, African History; AMH, American History; ASH, Asian History; EUH, European history; HIS, History-General; LAH, Latin American History; and WOH, World History. All history course in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the sub-classifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states, there existed no uniformity in Florida's prefixes, as indicated by the example below:

Discipline	Before	After
History	20	7
Sociology	24	3
Philosophy	23	4
Religion	17	1
Mathematics	50	10
English	39	6
Nutrition	38	4

Although it is true a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listing, equivalent and unique courses, has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

#### Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

- A All graduate level courses (except those which the faculty and their reviewing colleague have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.
- B All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with \_\_\_900 numbers must be evaluated individually and are not automatically transferable.
- C All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.
- D Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

#### Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council On Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "... Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in a statewide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."

# Course Prefixes

Accounting . . . . .	.ACG, TAX
Acting . . . . .	.TPP
Aeronautics . . . . .	.ASC, ATF, ATT
Anatomy and Physiology . . . . .	.APB
Anthropology . . . . .	.ANT
Architectural Drawing . . . . .	.ARC, BCN
Art . . . . .	.ARH, ART, GRA
Asian Studies . . . . .	.ASN
Astronomy . . . . .	.AST
Ballet . . . . .	.DAA
Banking . . . . .	.BAN
Biological Sciences . . . . .	.APB, BOT, BSC, OCB, PCB, ZOO
Bookkeeping . . . . .	.APA
Building Construction . . . . .	.BCN
Business Law . . . . .	.BUL
Career Development . . . . .	.SLS
Chemistry . . . . .	.CHM
Child Care . . . . .	.CHD, DEP, EEC
Child Development . . . . .	.DEP
College Preparatory Courses . . . . .	.ENC, MAT, REA
Columbia, South America Study Tour . . . . .	.FOL
Commercial Art . . . . .	.ART, GRA
Comparative Governments . . . . .	.CPO
Computer Drafting . . . . .	.CAP
Computer Technology . . . . .	.COC, COP, CAP
Consumer Education . . . . .	.COA
Criminal Justice . . . . .	.CCJ, CJT
Dance . . . . .	.DAA
Data Processing (See Computer Technology)	
Dental Assisting . . . . .	.DEA, DES
Dental Hygiene . . . . .	.DEH, DES
Dental Laboratory Technology . . . . .	.DES, DTE
Dietetic Technician . . . . .	.DIE, FSS, HUN
Drafting and Design . . . . .	.CAP, EET, EGN, ETD, ETG, ETI
Drafting, Machine/Mechanical . . . . .	.ETD
Drafting, Fabrication . . . . .	.ETD
Early Childhood Education . . . . .	.CHD, EEC
Ecology . . . . .	.APB
Economics . . . . .	.ECO, ECS
Education . . . . .	.EDF, EDP
Electronics/Electricity . . . . .	.CET, EET, EST
Emergency Medical Technology . . . . .	.EMS
Engineering—General . . . . .	.EGN
English Language and Literature	AML, CRW, ENC, ENL, LIT
Fashion . . . . .	.CTE
Fire Science . . . . .	.FFP
French Language . . . . .	.FRE
General Business . . . . .	.GEB
Genetics . . . . .	.PCB
Geography . . . . .	.GEO
Geology . . . . .	.GLY
Graphic Arts . . . . .	.GRA
Health, Education and Safety . . . . .	.HSA, HSC
History . . . . .	.AMH, HIS, LAH, WOH
Home Economics . . . . .	.FSS
Honors Course . . . . .	.IDS
Hospitality Management . . . . .	.FOS, FSS, HFT
Human Services . . . . .	.HUS
Insurance . . . . .	.RMI
Interior Design . . . . .	.IND
Italian Language . . . . .	.ITA
Journalism . . . . .	.MMC
Legal Assistant . . . . .	.LEA
Local Government . . . . .	.PAD
Management . . . . .	.MAN, MAR
Marketing . . . . .	.MKA, MAR
Manufacturing, Robotic/Automated . . . . .	.ETI
Materials Engineering . . . . .	.ETM
Mathematics . . . . .	.COP, MAC, MAP, MAT, MGF, MTB
Medical Terminology . . . . .	.MRE
Mental Health . . . . .	.HUS

Mexico Travel Study	.FOL
Montessori Philosophy	.EEC
Music General	.MUC,MUE, MUH, MUL, MUM, MUN, MUS, MUT
Music Applied	.MVK, MVP, MVS, MVV, MVW
Nursing	.NUR
Nutrition	.DIE, FSS, HUN
Occupational Therapy	.OTH
Office Education	.OST
Panama Study Tour	.FOL
Paramedic	.EMS
Philosophy	.PHI
Phonics	.RED
Photography	.PGY
Physical Education	.PEL, PEM, PEN, PEO, PEP, PEQ, PET
Physics, Physical Science	.AST, GLY, PHY, PSC
Political Science	.POS
Postal Service Technology	.MNA
Psychology	.CLP, DEP, PSY, SOP
Public Administration	.PAD
Radiological Technology	.RTE
Reading	.REA
Real Estate	.REE
Religion	.REL
Secretarial	.OST
Social Sciences	.SYG
Sociology	.SYG
Spanish Language	.SPN
Speech Communications	.SPC
Statistics	.STA
Student Development	.SLS
Surveying Lands	.SUR
Taxes	.TAX
Theater Arts	.THE
Water/Wastewater Management	.EVS
Word Processing	.OST
Yucatan Study Tour	.FOL

# Course Description

## ACG 2001 PRINCIPLES OF ACCOUNTING I

This course includes a study of the accounting cycle, accruals and deferrals, how assets are recorded (including inventories of a merchandising business), depreciation methods, payroll systems, and systems and controls as they relate to cash. 3-0-3\*

## ACG 2011 PRINCIPLES OF ACCOUNTING II

(Prerequisite: ACG 2001 or equivalent) This is a continuation of ACG 2001. It is a study of accounting as applied to the partnership, corporation, process and job order cost accounting, budgetary control, standard cost systems, special analyses, and financial statement analysis, as they relate to the function of planning and control. It also includes the essentials of managerial accounting. 3-0-3\*

## ACG 2100 INTERMEDIATE ACCOUNTING I

(Prerequisite: ACG 2011) This course is a study of the conceptual framework for financial accounting and reporting. In-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments.

This course is designed to give those seeking technical accounting skills experience with materials and situations as encountered in accounting practice, as op-

posed to being an in-depth theory course. This course may not be transferable to a senior institution. 3-0-3\*

## ACG 2360 COST ACCOUNTING

(Prerequisite: ACG 2011) This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. This course may not transfer to an upper division university. 3-0-3\* (offered on demand)

## AMH 2010 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the thirteen English colonies, and intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\* (offered Fall term)

## AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of AMH 2010, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political and cultural movements and forces. 3-0-3\* (offered Winter term)

## AMH 2580 AMERICAN MINORITIES TODAY

This course will explore historically and examine currently the principal minority groups in American life today, tracing the developments and contributions, values, character, heritage, social structure, etc. of each minority studied. There will be an examination of relations among ethnic and racial groups and the general attitude of mainstream Americans toward these groups, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Minority groups to be surveyed are; Black Americans (major emphasis), native American Indians, American women, Mexican-Americans, Puerto Rican-Americans (briefly surveyed), Japanese-Chinese and other Asian Americans. 3-0-3\* (offered Fall & Winter terms).

## AML 2010 AMERICAN LITERATURE TO 1865\*\*

This course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\* (offered all terms) Written Work: 4,000 word.

## AML 2022 AMERICAN LITERATURE AFTER 1865\*\*

The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\* (offered all terms) Written Work: 4,000 words.

## ANT 2000 INTRODUCTION TO ANTHROPOLOGY

(Prerequisite: SYG 1440) This course provides an introduction to the functional study of man; concepts of human development, pre-history, culture, comparison in human variation, structure and function in social organization, synthesis of biological, cultural and social factors. 3-0-3\* (offered Fall term).

## APA 1111 BOOKKEEPING

This course covers the application of accounting concepts and procedures in sole proprietorship service and merchandising companies. It takes into consideration the widely varying objectives of students. It offers: (1) Vocational preparation for students entering the job market in accounting, (2) a practical background in accounting for students embarking on other careers, such as clerical, secretarial, sales, and managerial positions, and (3) preparation and background for students planning more advanced studies in accounting. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*This course meets State Board of Education Rule 6A-10.30, Writing Skills.

**APB 1120 ENVIRONMENTAL CONSERVATION**

This course integrates and correlates the features of the natural environment with man's activities. It identifies many of the ecological problems man is confronting now and will in the future. Lectures, demonstrations, selected field trips, and guidance in the completion of a conservation project are provided. 3-0-3\* (offered Fall, Winter & Spring terms).

**APB 1170 MICROBIOLOGY**

(Co-requisite: APB 1170L) A study of the characteristics and importance of micro-organisms with emphasis on identification, control, relationship to health and disease, and economic importance. 2-0-2\*

**APB 1170L MICROBIOLOGY LABORATORY**

(Co-requisite: APB 1170) Laboratory to accompany APB 1170. 0-2-1\*

**APB 1190 ANATOMY AND PHYSIOLOGY I**

(Co-requisite: APB 1190L) An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-0-2\*

**APB 1190L ANATOMY AND PHYSIOLOGY I LAB**

(Co-requisite: APB 1190) Laboratory to accompany APB 1190. 0-2-1\*

**APB 1191 ANATOMY AND PHYSIOLOGY II**

(Co-requisite: APB 1191L; prerequisite: APB 1190) A continuation of APB 1190. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-0-2\*

**APB 1191L ANATOMY AND PHYSIOLOGY II LAB**

(Co-requisite: APB 1191) Laboratory to accompany APB 1191. 0-2-1\*

**APB 1223 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY**

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and function of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to the regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to the other organs within the same anatomical region. (see Biology section).

**ARC 1120 ARCHITECTURAL DRAWING**

(Prerequisite: ART 1201 and ART 1300) A beginning course in the instrumental drawing with emphasis on development of techniques necessary to present clear and precise solutions to basic architectural problems. Orthographic projection, perspective, architectural shades and shadows, as well as model building are covered. 1-4-3\* (offered Fall & Winter terms).

**ARH 1000 ART APPRECIATION**

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\* (offered all terms).

**ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)**

A survey of the galleries and historic sites of foreign countries. It will consist of a planned tour with a series of lectures before departure. Three hours credit. (offered Spring term by arrangement).

**ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)**

Same as ARH 1955 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit. (offered Spring term by arrangement).

**ARH 2050 HISTORY OF ART (EARLY)**

Critical analysis of major works of art from the prehistoric world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Fall & Winter terms).

**ARH 2051 HISTORY OF ART (MODERN)**

Critical analysis of major works of art from the Renaissance through Modernity, encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\* (offered Fall & Winter terms).

**ARH 2950 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (1)**

The student may choose lectures at Cambridge University, England on one of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 3-0-3\* (offered Summer term).

**ARH 2951 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (2)**

The student may choose lectures at Cambridge University, England, on two of the following: History of English Painting, History of the English Home, or Great Country Houses. The History of English Painting fulfills the general education requirement for Art Appreciation. 6-0-6\* (offered Summer term).

**ART 1100 INTRODUCTION TO CRAFTS (May be repeated one time)**

A survey of arts and crafts pertaining to creative and aesthetic aspects of various crafts. Includes ceramics, fibers, metals and other material. Also recommended for students entering programs/careers in recreational leadership, mental health, occupational therapy and education. 1-4-3\* (offered Fall & Winter terms).

**ART 1101 CRAFTS**

The purpose of this course is to give students in-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. 2-2-3\* (offered Winter term).

**ART 1110 INTRODUCTION TO CERAMICS**

This course introduces the basic methods of ceramic production in hand building and wheel throwing. Techniques of glazing will be introduced. 1-3-2\* (offered Fall & Winter terms).

**ART 1111 INTERMEDIATE CERAMICS (May be repeated one time)**

(Prerequisite: ART 1110) A continuation of the ceramics unit introduced in ART 1110. Kiln stacking and

firing are required and glaze formulation is continued on an individual basis. 1-3-2\* (offered Fall & Winter terms).

#### **ART 1155 ENAMELING AND JEWELRY**

Practical methods of handmade jewelry, historical and contemporary approaches to design and technical skills are pursued. Basic techniques include soldering, annealing, pickling, filing, drilling, bezeling, polishing and buffing, inlay, enameling and casting. 1-3-2\* (offered Winter term).

#### **ART 1201 DESIGN FUNDAMENTALS (Basic Core Course)**

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the elements and principles of design and technical skill in handling the tools of art. 1-4-3\* (offered Fall & Winter terms).

#### **ART 1202 COLOR DESIGN**

(Prerequisites: ART 1201 and ART 1300) Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\* (offered Fall & Winter terms).

#### **ART 1203 THREE DIMENSIONAL DESIGN**

(Prerequisites: ART 1201 and ART 1300) An introduction of the visual elements and principles of design in three dimensions. A wide variety of materials and approaches will be explored. 1-4-3\* (offered Winter term).

#### **ART 1230 ADVERTISING DESIGN I**

(Prerequisites: ART 1201 and ART 1300) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirements for teacher's accreditation in lettering. 1-4-3\* (offered Winter term).

#### **ART 1300 DRAWING FUNDAMENTALS (Basic Core Course)**

A basic course in drawing with emphasis on composition and two-dimensional illusion of space and form. Still life is the primary subject matter and students work in various media. 1-4-3\* (offered Fall & Winter terms).

#### **ART 1301 INTERMEDIATE DRAWING**

(Prerequisites: ART 1201 and ART 1300) A continuation of ART 1300, using the figure as subject matter. 1-4-3\* (offered Fall & Winter terms).

#### **ART 1305 FREEHAND PERSPECTIVE**

(Prerequisite: ARC 1120) This basic freehand course emphasizes the development of skills necessary for effective visual communication in the fields of Architecture and Interior Design. Included are investigations of space, form, color, perspective and design. 1-4-3\* (offered Fall & Winter terms).

#### **ART 1949 CO-OP: ASSIGNMENT IN ART 1**

Co-op Education in Art is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job art assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\* (offered Fall & Winter terms).

#### **ART 2130 FIBERS AND FABRICS**

A creative approach to fabrics and fibers with the major

emphasis on weaving techniques. Students will incorporate their own designs into the various fiber forms using both hand and floor looms. 1-4-3\* (offered Fall term).

#### **ART 2231 ADVERTISING DESIGN II**

(Prerequisite: ART 1230) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\* (offered Fall term).

#### **ART 2232 ADVERTISING DESIGN III**

(Prerequisite: ART 2231) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\* (offered Winter term).

#### **ART 2302 LIFE DRAWING**

(Prerequisite: ART 1301) An intermediate drawing course with emphasis on the student's creative expression and development of personal concepts. The figure is the primary subject. 1-4-3\* (offered Fall & Winter terms).

#### **ART 2400 INTRODUCTION TO PRINTMAKING**

(Prerequisites: ART 1201 and ART 1300) An introduction to various printmaking processes, such as serigraphy, etching, woodcuts and lithography. Simple examples in various approaches and the use of presses are explored. 1-4-3\* (offered Winter term).

#### **ART 2401 PRINTMAKING (May be repeated one time)**

(Prerequisite: ART 2400) A print course with emphasis on image making as it relates to a desired printing process. 1-4-3\* (offered Fall term).

#### **ART 2510 INTRODUCTION TO PAINTING**

(Prerequisites: ART 1201 and ART 1300) This course explores the fundamental techniques of painting in watercolor, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 1-4-3\* (offered Fall & Winter terms).

#### **ART 2520 PAINTING COMPOSITION (May be repeated one time)**

(Prerequisite: ART 2510) This is a continuation of ART 2510. The major concern is the exploration of composition as a solution of individual problems of expression. Oil and/or acrylic and water colors are the major media. 1-4-3\* (offered Fall & Winter terms).

#### **ART 2521 FIGURE PAINTING**

(Prerequisites: Portfolio examination and consent of instructor) This is an advanced course with emphasis on painting concepts, using the figure as a subject. The student may also pursue portraits. 2-2-3\*

#### **ART 2551C AIR BRUSH I**

(Co-and/or prerequisites: ART 1201, ART 1230, ART 1300) This course is an introduction to air brush. Student will work with applied techniques in the use of the air brush. It includes masking and overlay, color mixing, care of the air brush and assorted materials. 2-2-3\*

#### **ART 2701 SCULPTURE (may be repeated one time)**

(Prerequisite: ART 1203) The exploration of three-dimensional, aesthetic expression. Technical skills are developed in reference to sculpture media. Additive and subtractive procedures, mold-making and casting

\*Lecture-Lab-Credit Hours

are explored. 1-4-3\* (offered Fall term).

#### **ART 2707 STONE CARVING**

(Prerequisites: Portfolio examination and consent of the instructor) This is an advanced course in sculpture with emphasis on stone carving. 1-3-2\*

#### **ART 2930 SPECIAL TOPICS IN ART**

(Prerequisite: Consent of instructor and division chair) This course will focus on advanced and/or specialized topics in ART. Content of course will vary according to topics. One to six credit hours.

#### **ART 2701 SCULPTURE (May be repeated one time)**

(Prerequisite: ART 1203) The exploration of three dimensional aesthetic expression. Technical skills are developed in reference to sculpture media. Additive and subtractive procedures, mold-making and casting are explored. 1-4-3\* (offered Fall term).

#### **ART 2949 CO-OP: ASSIGNMENT IN ART II**

This course is a continuation of ART 1949, 1-10-3\* (offered Fall & Winter terms).

#### **ASC 1001 PRIVATE PILOT GROUND SCHOOL**

(Prerequisite: ASC 1000) A study of all the theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the F.A.A. Private Pilot written examination. 3-0-3\* (offered Winter term).

#### **ASC 1110 AERO-NAVIGATION**

An introduction to the fundamental types of navigation - piloting, dead reckoning, radio and celestial with emphasis on the first two. Thorough study and use of serial charts, computer plotters and navigational procedures is provided. 3-0-3\*

#### **ASC 1210 AERO-METEOROLOGY**

The purpose of this course is to familiarize the pilot with the fundamentals of weather, its hazards, and available services. 3-0-3\*

#### **ASC 1320 AERO-SAFETY AND REGULATIONS**

This course will provide an in-depth study of Federal Aviation Regulations and procedures that are necessary to the operation of aircraft by all pilots of aircraft up through ATP rating. A portion of the time will be spent in analyzing aircraft performances as it relates to regulations and safe operating procedures. 2-0-2\*

#### **ASC 1640 PROPULSION SYSTEMS**

An investigation into the theory of engines and the related equipment, engines construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\* (offered Fall term).

#### **ASC 2005 AEROSPACE AND AIR TRAVEL**

(Prerequisite: ATF 100) A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\* (offered Winter term).

#### **ASC 2550 AERODYNAMICS**

A study of physical principles involved in flight. The theory of airflow, airfoils, and the production of lift and drag are studied and applied to airplane performance, stability, and control. Special attention is given to high-speed and hovering flight. Emphasis is on the understanding of concepts with little attention to mathematical analysis. 3-0-3\* (offered Winter term).

#### **ASC 2690 INSTRUMENT GROUND SCHOOL**

(Prerequisite: ASC 1100) A continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Prepares student for F.A.A. instrument examination. 3-0-3\* (offered Winter term).

#### **Aviation Technology Flight**

**NOTE:** All students enrolling in the Commercial Pilot Technician A.S. Degree program at Palm Beach Junior College must follow the procedure continued on the next page to review credits for flight courses required to complete the A.S. Degree.

1. All flight time must be logged and certified by an appropriate F.A.A. certified flight instructor for the rating which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the F.A.A.
4. Written proof of passing the required F.A.A. check ride must be submitted to the instructor or division chairperson before credit may be granted for the following courses:
5. Proof of passing the appropriate F.A.A. written examination with a mark of 85% or higher will be considered for credit for the following ground school courses when appropriately documented and submitted the instructor or department chairperson. ASC 1001 and ASC 2690.

In order to qualify for reduced flight time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground school requirements.

#### **ASN 2000 ASIAN STUDIES**

This course provides for the comprehensive study of the development of the modern Soviet State and the Chinese culture, history, and government. The course also traces the movement and development of Russian and Chinese communism, including political theories and practices, social implications, the conduct of foreign affairs and associated programs and techniques in current world affairs. 3-0-3\* (offered Fall term).

#### **AST 1002 DESCRIPTIVE ASTRONOMY**

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observations. 3-0-3\* (offered on demand).

#### **ATF 1100 FLIGHT - PRIVATE**

F.A.A. Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight. To successfully pass the F.A.A. examination, appropriate ground school should be included. 3-0-3\*

#### **ATF 2200 FLIGHT - COMMERCIAL**

F.A.A. Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction, and balance solo flight time. Several flight hours may be saved by attending a F.A.A. approved ground and flight

school. The student is given examinations in both flight and ground subjects by the F.A.A. Three semester hours credit.

#### **ATF 2300 FLIGHT - INSTRUMENT**

For an instrument rating, the F.A.A. requires at least 200 hours of pilot flying time, plus 20 hours of instrument instruction, and 20 hours of pilot instrument time, with appropriate ground school. F.A.A. Flight and Ground examinations must be passed. Three semester hours credit.

#### **ATT 1600 BASIC INSTRUMENT FLIGHT SIMULATOR LAB**

Fifteen class hours required for F.A.A. credit. This course consists of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques. One hour credit.

#### **ATT 2605 BASIC INSTRUMENT FLIGHT ADVANCED SIMULATOR LAB**

Fifteen class hours required for F.A.A. credit. This is a continuation of skill developed simulator flight with emphasis on introduction to navigation systems and problems. One hour credit.

#### **ATT 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR LAB**

Twenty class hours required for F.A.A. credit. Advanced simulator lab is designed to get the student proficient in all forms of cross-country IFR and approach IFR flight. Fifteen hours is creditable toward F.A.A. flight instruction flight time requirements. One hour credit.

The courses ATT 1600, ATT 2605, and ATT 2610 require division chairperson or course instructor approval prior to registration.

#### **ATT 2691 INSTRUMENT REFRESHER SIMULATOR LAB**

This course is a specialized modular course designed to cover simulator instruction for experienced pilots on an individual needs basis: Course work will consist of 3-hour simulator modules designed to improve pilot proficiency in handling instrument flight problems and meeting F.A.A. instrument currency requirements. Course requires instructor approval and is offered on demand. Completion of five (5) modules will earn one (1) credit hour.

#### **BAN 1004 PRINCIPLES OF BANKING**

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system., the Federal Reserve System, government supervision, banking and public service. 3-0-3-\*

#### **BAN 1005 INSIDE COMMERCIAL BANKING**

The purpose of this course is to identify topics and issues which bankers must be prepared to address and discuss the quest for solution and responses. Designed for the student or analyst in the banking system who wants to update his/her knowledge by addressing the topics and issues of commercial banking. 3-0-3\*

#### **BAN 1112 SAFE DEPOSITS**

The rules and procedures of safe deposits, good customer relations and the interrelationship of the two are covered in this course. Specific topics addressed are: Safe deposit security, legal concerns access, insurance, contracts, power of attorney, record keeping, and customer relations. 1-0-1\*

#### **BAN 1120 FUNDAMENTALS OF BANK DATA PROCESSING**

A brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 2-0-2\*

#### **BAN 1142 PROFESSIONAL TELLER TRAINING**

Three modules comprise this course: (1) An orientation to banking; (2) Teller operations; and (3) Security. It is designed to provide new tellers with basic skills and information they need to perform their jobs effectively. 1-0-1\*

#### **BAN 1211 STATEMENT ANALYSIS**

This popular new revision teaches some of the basic concepts and skills of statement analysis. It lends itself more to a "how to" hands-on approach for immediate use within the job function. It is not as detailed nor as theoretical as the Analyzing Financial Statements course. The revision incorporates the two previous offerings of Statement/Funds Flow Analysis under one umbrella program. 3-0-3\*

#### **BAN 1212 FUNDAMENTALS OF ANALYZING FINANCIAL STATEMENTS**

This seminar is for personnel who need a basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not designed to replace the Analyzing Financial Statements course. It may also serve as a review and refresher course for some participants. 3-0-3\*

#### **BAN 1240 CONSUMER LENDING**

Consumer lending is a revision of the popular Installment Credit course. Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. Not a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. 3-0-3\*

#### **BAN 1241 BANK CARDS**

This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy, as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions is emphasized. Topics covered are the types of credit cards in use and their functions and histories; the cardholder's profile, attitudes, and behavior; and credit-card operations — marketing, authorization, customer service, cost analysis and control, collection policies and procedures and security and fraud. This course also discusses the evolution of credit cards into Electronic Funds Transfer, legal developments affecting

\*Lecture-Lab-Credit Hours

credit cards, and the regulatory environment in which banks operate their card business. 3-0-3\*

#### **BAN 1254 REAL ESTATE DOCUMENTATION**

Concentrating on lending practices for one to four-family residence, this course takes the student through all the essential underwriting processes and provides information on consumer compliance regulations. It is particularly useful for dealing with the rapid growth of the secondary mortgage market, which requires bankers to be especially knowledgeable about standards and documents. 1-0-1\*

#### **BAN 1411 SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal basis of asset management, asset management policies, operations and control, supervision of financial institution, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\*

#### **BAN 1423 CUSTOMER SERVICE**

This training program provides newly hired and more experienced customer contact personnel with the opportunity to further develop their communications skills so they can better serve their customers' financial and personal needs, help their bank compete profitably, and experience greater job satisfaction. 1-0-1\*

#### **BAN 1425 SELLING BANK SERVICES**

This course is especially designed to teach sales techniques to customer contact personnel that will result in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer, and suggesting the appropriate service to the customer. 1-0-1\*

#### **BAN 1501 MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity. Federal Reserve policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

#### **BAN 1531 PREPARING FOR SUPERVISION**

This course is designed to prepare participants for the supervisory role. Four modules form the basis for a twelve to fifteen hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. 1-0-1\*

#### **BAN 1603 WRITING FOR RESULTS**

Utilizing a "thought pattern development" approach, this course addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. 1-0-1\*

#### **BAN 1742 COMMERCIAL BANK MANAGEMENT**

This course presents a discussion of bank financial statements, an overview of asset liability management

and a thorough discussion of deposit functions, lending, short-term funds management and capital management. 3-0-3\*

#### **BAN 1801 LAW AND BANKING: APPLICATIONS**

The objective of this course is to explore the relevant legal implications of normal activities and transactions in bank operations. The treatment is in general terms. It is designed to add knowledge of legal principles and reasoning to the student's understanding and vocational skill and to influence attitudes of bank personnel by providing information about the impact of the law and applicable bank regulations, rather than the resolution of legal issues or problems. The aim is to improve understanding of how the law operates within the framework of federal and state banking statutes, court decisions, and administrative regulations. Terminology is designed to avoid misconceptions and legal pitfalls. The course opens with an introduction to the Uniform Commercial Code and the legal framework of the U.S. commercial banking system. Commercial paper from inception through issuance (transfer, negotiation, final payment, and the rights and duties of the parties involved) and checks (kinds, types, environmental characteristics, specific treatment of MICR checks and date processing problems, and the evolving paperless electronic payments mechanism) are covered in detail. Many of the legal situations that occur in the deposit, collection, dishonor and return, payment of checks and other cash items, and the relationship of the various parties in bank collection channels are explored, as are potential legal relationships between a bank and its depositor and some of the legal aspects of other bank service operations. 3-0-3\*

#### **BAN 1949 CO-OP: BANKING I**

This is a coordinated work-study course which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **BAN 2135 BANK ACCOUNTING (Prerequisite: ACG 2001)**

Banks need personnel who are capable of analyzing, interpreting, and using financial data in a variety of formats. Bank Accounting teaches bank accounting principles and applies them to typical bank financial statements. The text discusses aspects unique to bank accounting, including various statement categories and their impact upon each other. Numerous examples and illustrations, including a recommended chart of accounts and formulas for financial ratios, are placed strategically through the text. 3-0-3\*

#### **BAN 2143 BANK FRAUD**

This course covers white-collar crime, credit cards, use of I.D., robbery, bomb threat and kidnap hostage. 1-0-1\*

#### **BAN 2155 INTERNATIONAL BANKING**

This course presents an overview of one of the fastest growing areas of commercial banking. It covers the fundamentals of international banking: How money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending, and how money is changed from one currency to another. 3-0-3\*

**BAN 2156 LETTERS OF CREDIT**

This program provides training in the general background and use of letters of credit, the basic operations of letters of credit, and the detailed examination of related documents. Use of the new Incoterms, upgraded letters of credit forms and a module of issuance. Advising and transfer are among the features of this program. 2-0-2\*

**BAN 2206 CREDIT DEPARTMENT MANAGEMENT**

This course presents an excellent overall perspective of the credit department. It gives a thorough understanding of the basic principles underlying credit function and strengthens management performance through highly interactive educational format. Topics covered are Management; Organization and Staffing; Credit Files; Comparing Financial Statements; The Commercial Credit Analysis Function; Loan Quality Control and Compliance Function; Commercial Credit Information Exchange; and the Training Function. 3-0-3\*

**BAN 2210 ANALYZING FINANCIAL STATEMENTS**

This course explains and interprets the basic elements of financial statement and the tools of analysis. It also considers such special problems as what to do for the customer who wants to borrow money. Requires no accounting or credit training. Case studies, exercises, and sample statements provide ample opportunity for practice. 3-0-3\*

**BAN 2215 CONSUMER CREDIT ANALYSIS**

Consumer credit analysis gives an in-depth understanding of legal and regulatory issues; credit application, investigation, and scoring fundamentals; credit decision considerations; and loan interviewing, documentation, closing, and review. 3-0-3\*

**BAN 2221 LOAN OFFICER DEVELOPMENT**

Focusing on people-skills and problem-solving, this well-received program offers comprehensive training in the subjective skills and judgment-forming abilities needed throughout the lending process, such as interviewing, listening and remembering, decision-making under conditions of uncertainty and time-pressure, persuasion and negotiation, and supporting conclusions and recommendations with sound evidence and reasoning. 3-0-3\*

**BAN 2222 COLLECTORS TRAINING PROGRAM**

The new, successful approach to bank collection is the financial counseling method. It uses human relations as a means to collect delinquent loans while aiding the banker in complying with the Fair Debt Collection Practice Act. Designed for collectors, consumer lenders and branch personnel. 1-0-1\*

**BAN 2231 INTRODUCTION TO COMMERCIAL LENDING**

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics: the commercial loan customer, types of commercial loans, the loan decision process, \* information gathering, analysis, cost analysis, control and profitability, and the regulatory and legal environment. 3-0-3\*

**BAN 2232 CORPORATE BANKING**

This is a practical, common-sense approach to lending. It incorporates the exact sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. 3-0-3\*

**BAN 2233 ASSET-BASED LENDING**

This course introduces and reinforces the fundamental principles of asset-based financing in today's commercial lending environment. It examines the basic differences between secured and unsecured lending and then focuses on the primary information necessary to understand and practice this profitable, yet highly specialized form of lending. 1-0-1\*

**BAN 2237 LENDING TO AGRICULTURAL ENTERPRISES**

This A.I.B. course offers a comprehensive look at all facets of extending agricultural and agri-business loans, from analysis of the financial statements of agricultural enterprise to dealing with problem loans. Emphasized are general principles of management evaluation, fulfillment of credit needs and the use of capital. 3-0-3\*

**BAN 2252 REAL ESTATE FINANCE**

Mortgage credit operations of commercial banks are becoming more prominent as bankers seek to improve their competitive position on all fronts. Real Estate Finance addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments. 3-0-3\*

**BAN 2400 THE TRUST BUSINESS**

Property and property rights, wills, settlement of estates, responsibilities and executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-3-0\*

**BAN 2403 INVESTMENT BASICS AND BEYOND**

This course examines how the securities business works and broadens the students' knowledge of the investment services offered by their trust department. 3-0-3\*

**BAN 2405 TRUST OPERATIONS**

This course discusses the concepts and ideas that comprise the various trust functions and translates them into workable procedures. Although Trust Operations does not address itself to teaching skills that are unique to a trust function, it does provide a basic frame of reference from which those skills can be learned. The course focuses primarily on the development of the knowledge and attitudes that are required to perform specific tasks. Several examples and illustrations are used throughout the presentation to reinforce the concepts presented. Accounting principles and task-oriented procedures are also included. 3-0-3

**BAN 2511 MARKETING FOR BANKERS**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **BAN 2532 SUPERVISORY TRAINING**

The goal of this sophisticated course is to transmit managerial skills and concepts to first-line supervisors by integrating sound managerial concepts with practical experience. Application of managerial skills to the job situation of the new supervisor is emphasized. 2-0-2\*

## **BAN 2741 MANAGEMENT FUNDAMENTALS**

Management Fundamentals introduces students to the skills and techniques that all managers need, whether they work in banking or in other types of businesses. The text focuses on the basic management function of planning, organizing, staffing, leading, and controlling, and it discusses a variety of management theories and approaches. Designed for management trainee and new to mid-level managers. 3-0-3\*

## **BAN 2746 BANK CONTROL AND AUDIT**

Designed for non-auditors, the course attempts to establish a basic frame of reference from which the student can develop a deeper appreciation for the role, duties, and responsibilities of the auditor. The student will develop an awareness of the basic dynamics of the auditing function; understand the needs for control and learn how to evaluate these controls. The course provides insight into the "whys" of the audit process and is not intended to make an audit expert of the participant. 2-0-2\*

## **BAN 2747 EFFECTIVE PUBLIC RELATIONS AND COMMUNICATIONS**

A practical guide to developing and carrying out effective public relations programs, this seminar is designed to meet the communication needs of any bank, regardless of its size, budget or location. This program focuses on public relations as a management activity that calls for analyzing the policies and actions of the bank in relationship to the needs and attitudes of others, and then developing support and understanding for the bank's performance. 1-0-1\*

## **BAN 2761 RETAIL MANAGEMENT SERIES**

(Prerequisite: Accounting I or equivalent.) This course is designed for new managers in retail banks and those preparing for future management responsibilities in retail banks. The course consists of three modules: (1) Retail Management; (2) Sales Management; (3) Financial Performance of Banks. Topics covered include: communications; performance appraisal; time management; selling techniques; measurement, tracking, and reward; analyzing financial performance; and providing for loan losses. 3-0-3\*

## **BAN 2781 MANAGEMENT OF COMMERCIAL BANK FUNDS**

This course deals with those necessary principles from which the students can derive an adequate philosophy of funds management. Planned to be useful to as many different bankers as possible, it covers a broad range of bank situations and sizes. It opens with a discussion of the overall banking environment, then zeroes in on individual bank environment and discusses various facets of bank operation and their relationships with the funds management functions. The text used for the course was co-authored by a prominent banker and a finance professor. In their view, none of the commercial banking functions can achieve maximum potential profit for the bank unless the funds management function is efficiently planned and executed. Considerable emphasis is placed on the proper organization format to achieve this potential. 3-0-3\*

## **BAN 2782 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, investment policies. 3-0-3\*

## **BAN 2783 ASSET/LIABILITY MANAGEMENT**

This short overview course is designed to acquaint bankers with the elements of asset/liability management. It promotes an understanding of the origins, necessities, and operations of proper asset/liability management techniques. 1-0-1\*

## **BAN 2800 LAW AND BANKING: PRINCIPLES**

This course provides an overview of the legal aspects of banking. It is designed to equip the student with a nontechnical, clear understanding of all aspects of the legal system that directly affect banks. Topics covered include: the court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, legal aspects of bank transactions. 3-0-3\*

## **BAN 2812 CONSUMER COMPLIANCE**

(Prerequisite: BAN 1004.) This course provides an updated overview of the major federal regulations affecting the compliance area. It is divided into four modules that focus on the basic requirements of the major consumer credit/civil rights laws and regulations, and policies and procedures that can help avoid common violations. Updated case studies offer practical experience in identifying and avoiding compliance violations. 1-0-1\*

## **BAN 2949 CO-OP: BANKING II**

This course is a continuation of BAN 1949. 1-10-3\*

## **BCN 1210 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: BCN 2253C) Sources, properties, and uses of construction materials. 3-0-3\* (offered Fall term)

## **BCN 1272 PLANS INTERPRETATION**

A course designed to develop the student's ability to read and interpret working drawing and specifications as used in the construction industry. 3-0-3\*

## **BCN 1616 ADVANCED CONSTRUCTION ESTIMATING**

An analysis and determination of building construction costs. Commences with the classification of materials, labor, and sub-contracted work into the smallest manageable units. Estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings. Includes indirect and overhead costs, the preparation of bid proposals and related documents. 3-0-3\*

## **BCN 1740 CONSTRUCTION LAW**

A study of the legal aspects of construction contracts and the responsibilities arising particularly from the field operations. Also includes relationship of general contractor to owner, architect, and subcontractor, materialmen and mechanics lien law; bonds; labor law; O.S.H.A.; Workmans Compensation; taxes; and other statutes and ordinances regulating contractors. 3-0-3\*

## **BCN 1750 CONSTRUCTION FINANCE**

A study of building construction financing and related

contract requirements. Topics include construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. 3-0-3\*

### **BCN 2220 CONSTRUCTION MATERIALS AND METHODS**

Designed primarily for the student with some work experience in the construction industry. Current construction methods are analyzed and classified with special attention given on how they evolved. Developments in new materials and systems are also discussed with emphasis on applications and future trends in South Florida. 3-0-3\*

### **BCN 2253C ARCHITECTURAL DRAFTING**

(Prerequisite: ETD 1110C or EGN 1130C or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. 1-5-3\* (offered fall term)

### **BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel, and technical and professional individuals. Includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership, and incentive as encountered in building construction. 3-0-3\*

### **BCN 2765 CONTRACTS, SPECIFICATIONS, CODES, AND ESTIMATES AND COSTS**

A course designed to teach the methods and procedures of consummating an engineering contract with code and cost limitations. 3-0-3\*

### **BCN 2941 BUILDING CONSTRUCTION EXPERIENCE**

Credit will be given to a person who can document four years of bona fide experience toward journeyman level tradesmanship. 4-0-4\*

### **BOT 1010 GENERAL BOTANY I**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topics will include cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\* (offered Fall & Winter terms)

### **BOT 1010L GENERAL BOTANY I LAB**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) The laboratory exercises will correlate with the topics of the lecture. 0-2-1\* (offered Fall & Winter terms)

### **BOT 1153 BOTANY II**

(Prerequisite: BOT 1010 and BOT 1010L) A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory field work will include ecological studies and preparation of a plant collection. 3-0-3\* (Offered Winter term)

### **BOT 1153L BOTANY II LABORATORY**

(Prerequisite: BOT 1010; co-requisite: BOT 1153) The laboratory exercises will correlate with the topics of the lecture. 0-3-1\* (offered Winter term)

### **BSC 1010 PRINCIPLES OF BIOLOGY**

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and bio-chemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\* (offered all terms)

### **BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY**

(Prerequisite or co-requisite: BSC 1010) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-2-1\* (offered all terms)

### **BUL 2111 BUSINESS LAW I**

An introductory course covering the fundamental concepts of law in our society and in the business environment. Topics included are: State and Federal court systems, common and statutory law, administrative procedures, and constitutional law. Emphasis will be on the study of torts, contracts, bailments, and sales (warranties and liabilities). 3-0-3\*

### **BUL 2112 BUSINESS LAW II**

This course is a continuation of BUL 2111 and includes a study of negotiable instruments (checks, drafts, and notes), principal and agent, business associations (including proprietorships, partnerships, and corporations), debtor-creditor relationships, and real and personal property. 3-0-3\*

### **CAP 1220 COMPUTER DRAFTING**

(Prerequisite: EGN 1112 or equal) This course introduces students to the concepts and use of computer-aided drafting systems as applied to Engineering Design and Drafting Technology. A rapidly growing high-technology, C.A.D. will open up many innovations and possibilities to design drafting. Hands-on experience with the CAD-apple 2D system is the major part of the course. 1-3-2\*

### **CAP 2230 ADVANCED COMPUTER DRAFTING**

(Prerequisite: CAP 1220 or equivalent experience) This is a continuation of the concepts and principles of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). In addition to advanced software for the CAD-apple 2D system, the students will learn to use the IBM "FASTDRAW" system. 1-5-3\*

### **CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE**

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\* (offered Fall term)

### **CCJ 1400 POLICE ADMINISTRATION I**

This course stresses the administrative activity of a modern police department. Special attention is given administration, records auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\* (offered Fall term)

### **CCJ 1401 POLICE ADMINISTRATION II**

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

## **CCJ 2210 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\* (offered Fall term)

## **CCJ 2230 LAWS OF EVIDENCE**

This course is oriented towards kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\* (offered Fall term)

## **CCJ 2231 LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search and hold for evidence or confiscate property. 3-0-3\* (offered Winter term)

## **CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES**

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\* (offered Winter term)

## **CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE**

The procedures associated with community-based treatment programs before and after incarceration will be examined in detail. Sentencing patterns, problems, and procedures along with the administrative policies will be emphasized so that a more thorough understanding of the process will be acquired. Proper procedures in the supervision of probationers and parolees with a major impact on individual treatment and counseling methods in order to insure maximum societal gains will also be explored. 3-0-3\* (offered Winter term)

## **CCJ 2500 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of juvenile delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\* (offered Spring term)

## **CCJ 2940 INTERN CRIMINAL JUSTICE**

(Prerequisite: Sophomore students or others, as determined at the discretion of the department chairperson, based upon course work or experience) This course examines in detail the functions and operations of local criminal justice agencies. Placements are available with police, courts, and correctional agencies.

Students electing the police concentration will observe individuals involved in the Criminal Justice Justice System and related security programs whose missions are to reduce crime, protect and secure the citizenry, and

provide security and loss prevention. Students will experience and observe activities at various local agencies, to include functions of law enforcement, detention, security and loss prevention, administrative and court procedures.

Students electing the court concentration will have field experiences with the juvenile or adult court systems in Palm Beach County. Experiences may be either with the prosecution or defense and will include court procedures and practices as well as relationships with other Criminal Justice agencies.

Students electing the Corrections concentration will examine in detail the Criminal Justice System and/or community-based programs before, during, and after incarceration of either juvenile or adult offenders. Students observe individuals involved in intensive, reality-oriented, responsibility-bound treatment programs geared toward helping offenders lead more socially acceptable and responsible lives. Students will experience and observe activities at various treatment centers, detailed functions of both Intake Process and Probation, Aftercare procedures, Juvenile and/or Adult Court.

Students will be assigned to different agencies for on-the-job experiences with supervisors. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. 1-9-4\* (offered Winter term)

## **CET 1123C MICROPROCESSORS**

(Prerequisite: CET 2112C or permission of instructor) The microprocessor is rapidly taking over many of the functions previously done exclusively the "hard wired logic" methods dealt with in the prerequisite course CET 2112C. This course deals with how microprocessor chips can be lined with appropriate peripheral IC's to accomplish any logic function from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis will be on the use of the microprocessor as a controller, rather than as a data processor. Topics covered include: the logic of the microprocessor chip, bussing, memory, programming, interfacing, A/D and D/A conversion, and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. 3-2-4\* (offered Winter term)

## **CET 1143C MICROPROCESSOR APPLICATIONS**

(Prerequisites: CET 1123C and CET 2112C) The emphasis of the course is on microprocessor applications in the industrial environment. Topics covered include stepper motor and servo motor control; transducer sensing with feedback control of a process; serial, parallel, IEEE 488 interfacing; and assembly language programming. Z-80 microprocessor boards with a varied selection of interfacing boards are available for laboratory projects. 3-0-3\*

## **CET 2112C LOGIC CIRCUITS**

There are no prerequisites; however, a knowledge of basic DC theory would be helpful. This course is a study of digital devices and systems included in SSI and MSI technology. Topics covered include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, or, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. 3-2-4\* (offered Winter term)

## **CHD 1110 INFANTS/TODDLERS**

This course, which is designed for the prospective

\*Lecture-Lab-Credit Hours

caregiver of infants and toddlers, will successfully prepare the student for group care in center-based settings; for family based day care, or for home care of children. 3-0-3\* (offered on demand)

### **CHD 1220 CHILD DEVELOPMENT, INFANCY/PRE-SCHOOL**

This course explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child. It covers emotional, intellectual, physical and social development, stages of childhood, communication process between adult and child, guidance approaches, health and safety, family structures, issues affecting the child and family and community resources which provide parent education, family and children services, and other related resources. 3-0-3\*

### **CHD 1320 METHODS AND MATERIALS I**

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language, and in methods of presentation in order to guide children in the proper use of these materials. 3-0-3\*

### **CHD 1338 METHODS AND MATERIALS II**

This is a continuation of CHD 1320 and covers the subject areas of mathematics, science, daily living, social studies, dramatic play, and computers. 3-0-3\*

### **CHD 1949 CO-OP: EARLY CHILDHOOD EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

### **CHD 2227 MANAGING CHILDREN'S BEHAVIOR**

This course will move from an overview of Child Development and Behavior Management to the focused application of current methods. Specific discipline techniques that are supportive of the emerging self-concept of the child will be examined. Care-takers — parents and child care workers — will develop behavior management skills to meet a variety of needs. 3-0-3\*

### **CHD 2800 CHILD CARE FACILITY MANAGEMENT**

All aspects of opening and operating a child care facility will be explored. Guidelines will be set up for organizing child care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. 3-0-3\* (offered upon demand)

### **CHD 2949 CO-OP: EARLY CHILDHOOD EDUCATION II**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor, according to those objectives. CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. 1-10-3\*

### **CHM 1015 PRINCIPLES OF CHEMISTRY**

An introduction to the principles of chemistry for students who do not need the more intensive courses. It covers the structure of atoms, periodic law, pH, and other important concepts of general chemistry, and progresses through elementary organic chemistry into certain areas of biochemistry. Includes some chemistry relevant to health and the numerous chemical products in use today. Services as co- or prerequisite for CHM 1015L. 3-0-3\* (offered all terms)

### **CHM 1015L LABORATORY FOR CHM 1015**

(Co- or prerequisite: CHM 1015) A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\* (offered on demand)

### **CHM 1045 GENERAL CHEMISTRY I**

(It is suggested that the student has completed CHM 1015 and MAT 1033 or higher, or one unit of high school chemistry with a grade of "B" or better and three units of high school mathematics; also, that CHM 1045L be taken concurrently.) The first half of a two-semester sequence which includes a thorough study of the theories, laws and principles of general chemistry and their application. Mathematical relationships and problem solving are stressed. 3-0-3\* (offered Fall, Winter & Spring terms)

### **CHM 1045L GENERAL CHEMISTRY I LABORATORY**

(Co-requisite: CHM 1045) Laboratory for CHM 1045. 0-3-1\* (offered Fall, Winter & Spring terms)

### **CHM 1046 GENERAL CHEMISTRY II**

(Prerequisite: CHM 1045 or equivalent; co-requisite: CHM 1045L or CHM 1046L) Continuation of CHM 1045. The second half of a two-course sequence. 3-0-3\* (offered Fall, Winter & Summer terms)

### **CHM 1046L GENERAL CHEMISTRY II LABORATORY**

(Co-requisite: CHM 1046) Laboratory for CHM 1046. 0-3-1\* (offered Fall, Winter & Summer terms)

### **CHM 2120C QUANTITATIVE ANALYSIS**

(Prerequisite: CHM 1046 & 1046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

### **CHM 2200C PRINCIPLES OF ORGANIC CHEMISTRY**

(Prerequisites: CHM 1015 and CHM 1015L with "C" or better, or CHM 1045, CHM 1045L; CHM 1046, CHM 1046L) A semester course in the fundamentals of organic chemistry with emphasis on the structures and functions of organic compounds, and the chemistry related to polymers, fibers, dyes, pesticides, vitamins, nutrition and metabolism. 3-4-4\*

### **CHM 2210 ORGANIC CHEMISTRY I**

(Prerequisite: CHM 1046 & 1046L; co-requisite: CHM 2210L) First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-0-3\* (offered Fall & Spring terms)

### **CHM 2210L ORGANIC CHEMISTRY I LABORATORY**

(Co-requisite: CHM 2210) 0-4-1\* (offered Fall & Spring terms)

### **CHM 2211 ORGANIC CHEMISTRY II**

(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. 3-0-3\* (offered Winter & Summer terms)

**CHM 2211L ORGANIC CHEMISTRY II LABORATORY**

(Co-requisite: CHM 2211) 0-4-1\* (offered Winter & Summer terms)

**CJT 2100 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation — after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\* (offered Winter term)

**CJT 2140 INTRODUCTION TO CRIMINALISTICS**

(Co- or prerequisite: CJT 2100 or CCJ 2230) A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 3-0-3\* (offered Fall & Winter terms)

**CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PSY 2012) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then a variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\* (offered Fall, Winter & Spring terms)

**COA 1100 CONSUMER EDUCATION**

Concepts relating to consumer and personal financial decisions. Teaching an individual to think for himself in the marketplace, to recognize and use educational advertising, to spend income to obtain the greatest personal satisfaction, to manage money to attain a particular life style. 3-0-3\* (offered upon demand)

**COC 1040 STRUCTURED PROGRAMMING**

(Prerequisite or co-requisite: COC 1110) This course teaches the concept of structured programming. It emphasizes the use of control graphs, basic structures, logic structures using pseudo-code, and functional structure charts. The course stresses the importance of program segmentation and top-down walk-through. 3-0-3\* (offered Fall & Winter terms)

**COC 1110 INTRODUCTION TO COMPUTERS**

This course is intended for students with no previous data processing experience. Topics include basic computer theory, file storage media, input-output devices, binary and hexadecimal number systems, data base and spread sheet. A short story of BASIC is included. 3-0-3\* (offered Fall, Winter & Spring terms)

**COC 2301 SYSTEMS AND APPLICATIONS**

A course which utilizes system analysis techniques for the solution of business and data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\* (offered Fall term)

**COC 2930 SPECIAL TOPICS IN DATA PROCESSING**

(Prerequisite: Permission of instructor) This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\* (offered upon demand)

**COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES**

This course includes the skills and procedures involved in the job search, developing good work habits, handling job changes, and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application, and career information that will aid in career advancement. 1-0-1\*

**COP 1001 COMPUTER LANGUAGES**

This course is to acquaint the student with the basic language and other programming languages to develop skills using these languages to solve scientific and business problems. The application of PLATO languages in computer-assisted instruction will be introduced. The student will design and implement two lessons in his/her specific field which could have direct application in the instructor courses. 4-4-4\*

**COP 1160 PROGRAMMING RPG II**

(Prerequisite: COP 1110) RPG II (Report Program Generator) is a problem-oriented programming language designed essentially to obtain data from single or multiple rules, perform calculations and table lookup as required and write reports and/or update files. Students will solve elementary to moderately complex business problems. 2-2-3\* (offered Fall & Winter terms)

**COP 1170 TECHNICAL BASIC**

This course assumes no prior knowledge of computer hardware or computer languages; however, the course does assume a working knowledge of basic algebra and trigonometry. It is slanted towards students pursuing a technical career and is appropriate for both A.S. and pre-engineering A.A. degree programs.

This course will emphasize three major areas: (1) Algorithm design-methodology dealing with the reduction of real world problems into a logical structure that can be programmed; (2) the BASIC language commands and syntax; (3) Programming problems emphasizing the practical application of areas (1) and (2) above.

Although this course is named Technical BASIC, it is really a course in Technical Programming. All the procedural languages are written using the same constructs and require the same way of looking at a problem. Good programming techniques developed with the BASIC language carry over quickly to the other languages. 3-0-3\* (offered Winter term)

**COP 1400 ASSEMBLY LANGUAGE PROGRAMMING**

(Prerequisite: COC 1110) This course introduces basic concepts in computer programming using a low level machine-oriented language covering the architectonic, channels, registers I/O devices, instructions and data manipulation of the IBM 370 System. 2-2-3\* (offered Winter term)

**COP 2110 FORTRAN PROGRAMMING**

(Prerequisite: MAC 1104 or higher) This course introduces the students to flowcharting techniques and to the programming of mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. 3-0-3\* (offered Fall, Winter & Spring)

## **COP 2120 PROGRAMMING COBOL**

(Prerequisite: COP 1110) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. 2-2-3\* (offered Fall & Winter terms)

## **COP 2121 COBOL APPLICATIONS**

(Prerequisite: COP 2120) Advances study in the techniques of programming using the ANS COBOL language. Structured Programming Techniques are emphasized through the course. Programs will be entered into the IBM System 370 Computer by means of CRT terminals. 2-2-3\* (offered Winter term)

## **COP 2394 CICS (CUSTOMER INFORMATION CONTROL SYSTEM)**

(Co- and/or Prerequisite: COP 2121) This course will include map building, CICS command level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOMMA-REA), interprogram linkage, program de-bugging using the CICS/V/S storage dumps and EDF, techniques in using the EIB. 1-3-3\* (offered Fall & Winter terms)

## **CPO 2040 COMPARATIVE GOVERNMENTS**

A multinational analysis of political institutions and processes which examines political systems with common and diverse elements. Structure, process, domestic and foreign policies, and regional roles are considered in Britain, France, Germany, and Canada. 3-0-3\*

## **CRW 2000 CREATIVE WRITING**

The theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop centered course, students' works will be discussed and considerable writing and rewriting will be required. At the end of the course, students will submit a portfolio of their own works. Students will also learn the proper procedure for submitting a work to a publisher. (Elective course) 3-0-3\*

## **CTE 1310 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\* (offered upon demand)

## **CTE 1401 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\* (offered Fall & Winter terms)

## **CTE 1705 FASHION THEORY**

A study of the total area of fashion. The course includes careers, designers, fashion centers, manufacturing, principles of design as related to wearing apparel and the ever-changing world of fashion. 3-0-3\* (offered upon demand)

## **CTE 1731 TRADE SKETCHING**

Simple method of drawing and coloring apparel design sketches. 3-0-3\* (offered upon demand)

## **CTE 1743 CREATIVE PATTERN MAKING I**

Learning the basic steps in the development of dress patterns by the flat pattern drafting method. Developing the hip-length sloper to personal measurements.

Designing and making a pattern for a simple basic dress. 3-0-3\* (offered upon demand)

## **CTE 1744 CREATIVE PATTERN MAKING II**

(Prerequisite: CTE 1743) Advanced work in the flat-pattern method of making patterns. The student will gain an increased understanding in garment fitting, altering patterns, working out creative designs and organizing work efficiently. 3-0-3\* (offered upon demand)

## **CTE 1801 NEW YORK FASHION VISIT**

This course offers students of design, retailing and merchandising an overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. 1-0-1\* (offered upon demand)

## **CTE 1930 SPECIAL TOPICS FASHION**

This course centers around topics of current or special interest in the fashion industry. Topics or focus may vary from semester to semester. 1 to 3 credit hours.

## **CTE 1949 CO-OP: HOME ECONOMICS I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job home economics assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\* (offered upon demand)

## **CTE 1950 EUROPEAN FASHION CENTERS**

A trip to European fashion centers will broaden the student's knowledge of the total fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores and many more experiences make textbook learning a reality. Two credits. (offered upon demand)

## **CTE 2200 CLOTHING SELECTION**

A study of the sociological and psychological influences in the evolution of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\* (offered upon demand)

## **CTE 2340 CLOTHING CONSTRUCTION**

(Prerequisite: CTE 1310) This is further application of the sewing principles and techniques as they are used to achieve the custom made look in clothing suitable to the individual. 2-2-3\* (offered upon demand)

## **CTE 2514 FASHION HISTORY**

Studying trends, line, and design in clothing styles throughout the ages. 3-0-3\* (offered upon demand)

## **CTE 2745 FASHION DESIGN — DRAPING**

(Prerequisite: CTE 1744) Instruction in draping the basic slopers and designing through working with material on the figure. The course gives the student experience in handling fabric on the form; in gaining valuable knowledge in fitting and in being able to visualize the style effect. Draping is an artistic approach to making a pattern. Each student makes a custom-fitted dress form. 3-0-3\* (offered upon demand)

## **CTE 2748 APPLIED FASHION DESIGN**

(Prerequisite: CTE 2745) Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which he/she

\*Lecture-Lab-Credit Hours

sketches, makes the pattern, drapes and constructs. 3-0-3\* (offered upon demand)

#### **CTE 2949 CO-OP: HOME ECONOMICS II**

This course is a continuation of CTE 1949. 1-10-3\* (offered upon demand)

#### **DAA 1050 FUNDAMENTALS OF RHYTHMICS**

Basic fundamentals of folk dance, square dance, singing games and other rhythmic activities. 1-2-2\*\* (offered Winter term)

#### **DAA 1200 BASIC BALLET I**

Basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

#### **DAA 1201 BASIC BALLET II**

(Prerequisite: DAA 1200 or permission of instructor) Continuance of basic positions and fundamental barre exercises. The use of ballet vocabulary (French terms). Stress is on correct alignment of the body and the application of simple step combinations in center work. 0-3-2\*

#### **DAA 1202 INTERMEDIATE BALLET I**

Emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. Admission is by audition. 0-5-3\*

#### **DAA 1203 INTERMEDIATE BALLET II**

(Prerequisite: DAA 1202) Continuance of emphasis is on the development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Application of phrasing and quality of movement is stressed. 0-5-3\*

#### **DAA 1220 INTERMEDIATE POINTE I**

(Co-requisite for women: DAA 1202) This is an introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. Admission by audition. 0-3-1\*

#### **DAA 1221 INTERMEDIATE POINTE II**

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) Continuance of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

#### **DAA 1500 MODERN JAZZ DANCE**

This course is designed to give the student a knowledge of and fundamental skills in modern jazz dance styles and techniques. 0-2-1\* (offered Fall & Winter terms)

#### **DAA 1501 BASIC JAZZ**

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. 0-3-2\*

#### **DAA 1502 INTERMEDIATE JAZZ I**

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. 0-3-2\*

#### **DAA 2160 FUNDAMENTALS OF DANCE: CONTEMPORARY**

Included in this course are theory and practice of basic

body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\* (offered Fall & Winter terms)

#### **DAA 2161 INTERMEDIATE DANCE: CONTEMPORARY**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\* (offered Winter term)

#### **DAA 2204 ADVANCED BALLET I**

This course perfects the execution of classical ballet technique, with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. 0-5-3\*

#### **DAA 2205 ADVANCED BALLET II**

(Prerequisite: DAA 2204) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on performing, projection and audience communication. Stress is on aesthetic quality of movement and phrasing. 0-5-3\*

#### **DAA 2222 ADVANCED POINTE I**

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) This course is a continuation of the introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

#### **DAA 2223 ADVANCED POINTE II**

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) This course is a continuation of introduction of fundamentals and exercises for the development of pointe technique. Material covered as in class practical work, with a few outside projects. 0-3-1\*

#### **DAA 2230 MEN'S ADVANCED TECHNIQUE I**

(Co-requisite for men: DAA 2204). This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used by men in classical works. 0-3-1\*

#### **DAA 2233 MEN'S ADVANCED TECHNIQUE II**

(Prerequisite: DAA 2232; co-requisite for men: DAA 2205) This course is a continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats. These steps are most often used men in classical works. 0-3-1\*

#### **DAA 2374 FOLK AND SQUARE DANCE**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\* (offered Winter term)

#### **DAA 2501 MODERN JAZZ ADVANCED**

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles, and patterns of rhythmic choreography. 0-2-1\*

#### **DEA 1000 INTRODUCTION TO DENTAL ASSISTING**

This course presents, through lecture and student participation, the goals, objectives, ethics, terminology, legal responsibilities, areas of service, and career opportunities of the dental assistant. It identifies the professional organizations and resources available to the dental assistant. 1-0-1\* (offered Summer term)

#### **DEA 1020C PRECLINICAL ORIENTATION**

This course presents lecture and practical experience in the identification of instruments, equipment and materials commonly used in the dental environment. Stu-

dents will participate in sterilizing procedures for instruments, care and maintenance of equipment, taking and recording patient information. 2-3-3\* (offered Summer term)

#### **DEA 1120 RELATED DENTAL THEORY**

This course is designed for familiarization of common drugs and medicaments; pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\* (offered Fall term)

#### **DEA 1200 DENTAL OFFICE PRACTICE MANAGEMENT**

Study of the methods by which the dental office/dental clinic are administered. Areas of study relevant to the responsibilities of the dental assistant will include: human relationships and interaction, patient psychology; record keeping, i.e., daily records appointments, collections, billing, income and social security taxes, recall systems, third party payment forms, office and dental supplies inventory; office housekeeping and maintenance. 3-0-3\* (offered Winter term)

#### **DEA 1800C CLINICAL PRACTICE I**

(Prerequisite: A successful completion of DEA 1020C and DES 1200C) The dental assistant student will participate in clinical experience involving patients and dentists performing all functions required of a dental assistant in office clinic setting. Student will have additional assignment responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. Lecture hours are utilized to present advanced theory. 2-6-4\* (offered Fall term)

#### **DEA 1801C CLINICAL PRACTICE II**

(Prerequisite: A successful completion of DEA 1800C, DES 1100, DES 1100L and DEA 2940) Continuation of DEA 1800C. 2-6-4\* (offered Winter term)

#### **DEA 1820C INTRAORAL AUXILIARY PROCEDURES I**

(Prerequisite: A successful completion of DEA 1020C). This is an introductory course designed to offer student participation in specified intraoral procedures. 2-3-3\* (offered Winter term)

#### **DEA 1821C INTRAORAL AUXILIARY PROCEDURES II**

(Prerequisite: A successful completion of DEA 1820C). Continuation of DEA 1820C. 1-3-2\* (offered Winter term)

#### **DEA 1850 CLINICAL PRACTICE III**

(Prerequisite: A successful completion of DEA 1801C and DEA 1821C; co-requisite: DEA 1850L). This is a continuation of DEA 1800C. 2-0-2\* (offered Spring term)

#### **DEA 1850L CLINICAL PRACTICE III PRACTICUM**

(Co-requisite: DEA 1850). This includes a supervised externship program utilizing the private dental office and experience. 0-12-4\* (offered Spring term)

#### **DEA 2940 DENTAL PRACTICUM**

The objective of this course is to provide practical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in areas of patient recognition, charting, study models and radiology. 0-2-1\* (offered Fall term)

#### **DEH 1003 CLINICAL DENTAL HYGIENE I**

(Co-requisites: DEH 2702, DEH 1003L) This is a competency-based course designed to instruct the dental hygiene students in the duties and responsibilities required of them to obtain and maintain optimum oral health for each patient. 3-0-3\* (offered Fall term)

#### **DEH 1003L CLINICAL DENTAL HYGIENE I LABORATORY**

(Co-requisites: DEH 1003 and DEH 2702.) The objectives of this course are identification and mastery of instrumentation techniques required in the oral prophylaxis and their adaption to tooth morphology. The techniques of instrumentation and polishing are mastered on the dental mannequin before transferring procedures to human patients. Encompassed in this course are medical history procedures, sterilization techniques, oral inspection and evaluation, removal of dental deposits, as related to oral prophylaxis and complete patient care. A current CPR card is required. 0-8-3\*

#### **DEH 1800C CLINICAL DENTAL HYGIENE II**

(Prerequisite: A grade of "C" or above is required in DEH 1003 and DEH 1003L) Students will be required to complete a specific number of dental prophylaxes and radiographs for adults and children in the clinic under the supervision of the clinical supervisor and faculty. This course also includes the didactic and practical experiences in vital signs, emergency procedures, fluorides, sealants, and initial dental disease control. 2-15-7\* (offered Winter term)

#### **DEH 2602 PERIODONTICS I**

This course is the initial introduction and foundation of periodontics covering the identification of the characteristics of periodontal disease and describing a holistic view of treatment. Concepts such as chronicity, host resistance, aging and stress are also covered. 1-0-1\*

#### **DEH 2603 PERIODONTICS II**

(Prerequisite: DEH 2602) This second course deals with specific treatment techniques and differing treatment philosophies as an extension of the basic foundation laid in Section 1. 1-0-1\*

#### **DEH 2604 PERIODONTICS III**

(Prerequisite: DEH 2603) The third course further builds on the basic foundation with emphasis on periodontics and current dental hygiene concepts, including nutrition and periodontics. There is a direct application of didactic material to clinical skills with treatment planning covering plaque control through gingival curettage. 1-0-1\*

#### **DEH 2605 PERIODONTICS IV**

(Prerequisite: DEH 2604) The final course in this sequence includes review of current literature with emphasis on library assignments, seminar sessions, and externship on a rotating basis in local private periodontal practice. 2-3-3\*

#### **DEH 2701 COMMUNITY DENTISTRY**

This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs through a combination of lecture and field experience. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner. 1-2-2\* (offered Winter term)

\*Lecture-Lab-Credit Hours

## **DEH 2702 PREVENTIVE DENTISTRY I**

This course is divided into three semesters. The first semester includes the study of factors involved in the formation and retention of dental deposits; soft, hard and stains. The etiology of decay is detailed. 1-0-1\*

## **DEH 2703 PREVENTIVE DENTISTRY II**

(Prerequisite: DEH 2702) This is an introduction to patient preventive treatment planning. Methods of controlling plaque with oral physiotherapy and adjuncts are examined. Educational techniques are utilized for individuals and for the "special needs" patients. The relationship of dental diseases and nutrition are studied. 2-0-2\*

## **DEH 2704 PREVENTIVE DENTISTRY III**

(Prerequisite: DEH 2703) Students will undertake individual treatment planning with the understanding of individual patient psychology for nutritional assessment and for total body and dental health to prevent diseases. Presenting problems with the "special needs" patient, Part II will be continued. 1-0-1\*

## **DEH 2804C CLINICAL DENTAL HYGIENE III**

(Prerequisite: A grade of "C" or above is required in DEH 1802C) This course is a continuation of Clinical Dental Hygiene II with the addition of sonic scaling, curettage, rubber dam procedures and polishing amalgam restorations as clinical activities. Also included is the introduction to Practice Management and Legal Aspects of Dentistry. 1-15-6\* (offered Fall term)

## **DEH 2806C CLINICAL DENTAL HYGIENE IV**

(Prerequisite: A grade of "C" or above is required in DEH 2806C) This course is a continuation of Clinical Dental Hygiene III. Practice Management is enlarged and extended to include F.S. Chapter 466 and Rule 21G. 2-12-6\* (offered Winter term)

## **DEP 2102 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PSY 2012) Stressing the emerging self of the child, this course explores the cognitive, social, emotional, and intellectual natures of children within a developmental perspective. It includes a survey of problematic behavior and the application of psychological principles and achievements to enhance the personal development and insure the general welfare of the individual child. Observations of children from the pre-school level through adolescence are included. 3-0-3\* (offered Fall and Winter terms)

## **DES 1000 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. 2-0-2\* (offered Winter term)

## **DES 1000L DENTAL ANATOMY LABORATORY**

Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 0-3-1\* (offered Winter term)

## **DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY**

This course deals with the embryonic, fetal, and postnatal development of the head and neck. Concurrently, it deals with the normal morphology and microstructure of these tissues, with in-depth emphasis on the dentition and its supporting structure. 2-0-2\*

## **DES 1047 GENERAL AND ORAL PATHOLOGY**

(Prerequisite: DES 1030) This course deals with the general considerations of human pathology and spe-

cific study of the diseases of the hard and soft tissues of the oral cavity. The oral manifestations of systemic disease are considered in depth. 1-0-1\*

## **DES 1050 PHARMACOLOGY I**

This is a comprehensive presentation to Dental Hygiene students of the basic aspects relating to the physical and chemical properties, dosage, methods of administration, therapeutic use, and interactions of pharmaceutical preparations used in dentistry. 1-0-1\* (offered Fall term)

## **DES 1052 PHARMACOLOGY II**

(Prerequisite: DES 1050) This is a continuation of DES 1050 with a comprehensive presentation to the Dental Hygiene student of the basic aspects of pharmaceutical presentations used in dentistry. Administration of local anesthetic agents and administration and monitoring of nitrous oxide will also be studied. 1-0-1\* (offered Winter term)

## **DES 1100 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-0-2\* (Offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Fall term for Dental Assisting.)

## **DES 1100L LABORATORY FOR DENTAL MATERIALS**

Laboratory for DES 1100. 0-3-1\* (Offered Fall term for Dental Hygiene and Dental Lab Tech. Offered Fall term for Dental Assisting.)

## **DES 1200C DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting X-rays. Laboratory procedures will include applications of these techniques in clinical practice. 1-2-2\* (offered Summer term for Dental Assisting; Fall term for Dental Hygiene.)

## **DIE 1201 NUTRITION — HEALTH AND DISEASE**

This is a course designed to study the basic principles of nutrition in health to promote and provide sound nutritional care. Application of principles throughout the life cycle will include current issues in relation to pregnancy, infant feeding and aging. Adaptions for illness will be integrated throughout with emphasis placed on nutrition as an aspect of total patient care. 3-0-3\* (offered Fall and Winter terms)

## **DIE 1412 NUTRITION EDUCATION AND COUNSELING**

(Prerequisite: HUN 1201). This course is a study of the principles of education as they apply to patient counseling. Emphasis is placed on interviewing techniques and patient diet histories which will be utilized in counseling patients for optimum nutritional care. 3-0-3\*

## **DIE 1419 PRACTICUM I**

(Co-requisite: DIE 1412) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\*

## **DIE 2211 DIET THERAPY**

(Prerequisite: HUN 1201, DIE 1412) This course covers the application of principles of nutrition with adaptations to specific disease conditions. Emphasis is given to the total nutritional care of the individual patient. 3-0-3\*

**DIE 2270 PRACTICUM II**

(Co-requisite: DIE 2211) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-9-3\*

**DIE 2301 ADVANCED NUTRITION**

(Prerequisite: HUN 1201, DIE 1412, DIE 2211) This course is designed to expose the student to the various agencies involved in community nutrition and chronic illness. Stress is placed on social, cultural and economic influences on food habits. Principles of assessment and counseling for specific groups is included. 3-0-3\*

**DIE 2350 PRACTICUM III**

(Prerequisite: DIE 2270, Co-requisite: DIE 2301) There is supervised field experience to develop competencies in the application of knowledge in a health care facility. 0-12-4\*

**DIE 2500 DIETETIC SEMINAR**

(Prerequisite: DIE 2211) This course presents a discussion of current findings in the field of dietetics. Student presentations and debates are incorporated into the course. 1-0-1\*

**DTE 1000 ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\* (offered Fall term)

**DTE 1100C COMPLETE DENTURE TECHNIQUES I**

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\* (offered Fall term)

**DTE 1101C COMPLETE DENTURE TECHNIQUES II**

Continuation of DTE 1100C. 2-9-5\* (offered Winter term)

**DTE 1105C PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\* (offered Winter term)

**DTE 1110C CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourth crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\* (offered Fall term)

**DTE 1140C CERAMICS**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization; also, it includes techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restoration. 3-12-7\* (offered Winter term)

**DTE 1150C CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\* (offered Fall term)

**DTE 1200 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\* (offered Winter term)

**DTE 2106C PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\* (offered Spring term)

**DTE 2130C SPECIAL PROSTHESIS**

A technical review of courses covered to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\* (offered Fall term)

**DTE 2131C ORTHO AND PEDO REMOVABLE APPLIANCES**

The students will acquire the knowledge and skill required to fabricate and repair selected orthodontic wrought wire and self-curing plastic appliances. 1-2-2\* (offered Spring term)

**DTE 2151C CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\* (offered Winter term)

**ECO 2000 INTRODUCTION TO ECONOMICS**

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\* (offered on demand)

**ECO 2013 PRINCIPLES OF ECONOMICS I (MACRO)**

The course deals with the nature and scope of economics. It includes the basic theories of supply and demand, the mixed capitalist system, national income accounting, the business cycle, determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\*

**ECO 2023 PRINCIPLES OF ECONOMICS II (MICRO)**

(Prerequisite: ECO 2013) This course continues the discussion of supply and demand begun in ECO 2013. In addition, it covers: elasticity, utility theory, indifference curve analysis, the nature of markets (pure competition, monopoly, oligopoly, and monopolistic competition), the costs of production, profit-maximizing, and factor pricing. An attempt is made throughout to relate the principles studied to the real world. 3-0-3\*

**ECS 2001 COMPARATIVE ECONOMICS**

A survey of the various economic systems practiced in the world today. Content will include the study of the economic relations between nations and the theory and practice of trade between nations. When part of a travel-study program, the course will include on-site experience in the country being visited. 3-0-3\*

**EDF 1005 INTRODUCTION TO EDUCATION (Teaching) \*\***

An introduction to the nature of teaching in public schools of the United States. Topics included are: planning and preparation for teaching; roles and the responsibilities of teachers; relationship between schools and society; organization, financing and control of the public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\* (offered Fall & Winter terms)

**EDP 2002 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PSY 2012 or permission of the instructor) This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design, and program evaluation. 3-0-3\* (offered Winter term, evenings only)

**EEC 1001 EARLY CHILDHOOD EDUCATION**

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. 3-0-3\* (offered Fall & Winter)

**EEC 1006 MONTESSORI PHILOSOPHY**

Designed for the student specializing in Montessori Preschool Education, this course provides the theoretical background upon which the Montessori method of education is based. The course covers the evolution of the Montessori method, as well as such key components as the sensitive periods of development, the role of the teacher as directress, the prepared environment, and the process of normalization. 1-0-1\*

**EEC 1930 SPECIAL TOPICS IN EARLY CHILDHOOD**

This course centers around topics of current or of special interest. Topics or focus may vary from semester to semester. 1 to 3 credit hours.

**EEC 2530 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION I**

(Co- or prerequisite: EEC 1006 and co-requisite EEC 2531) This course provides three hours per week on campus to introduce the student to Montessori and other early-learning materials. 3-0-3\* (offered Fall term)

**EEC 2531 EARLY CHILDHOOD LAB I**

The student will observe and practice with mathematics and sensoral materials and other early-learning materials. Fifteen hours of observation is required in an off-campus setting approved by the instructor. 3-0-3\* (offered Fall term)

**EEC 2532 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION II**

This course is a continuation of EEC 2530. The student will be presented exercises in language and practical life. 3-0-3\* (offered Winter term)

**EEC 2533 EARLY CHILDHOOD LAB II**

(Co-requisite: EEC 2532) This course provides two hours per week on campus for the student to observe the demonstration of materials and practice with these materials. Fifteen hours of observation is required in an off-campus setting approved by the instructor. 0-2-1\* (offered Winter term)

**EEC 2940 MONTESSORI TEACHING PRACTICUM I**

This course is designed to give the student actual

teaching experience in an approved Montessori classroom. The student will be working under the supervision of an instructor who is an approved cooperating Montessori teacher during his internship. 0-15-3\* (offered on demand)

**EEC 2941 MONTESSORI TEACHING PRACTICUM II**

This course is a continuation of EEC 2940. 0-15-3\* (offered Fall & Winter terms)

**EET 1004C ESSENTIALS OF ELECTRICITY**

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 2-2-3\* (offered Fall term)

**EET 1033 CIRCUIT ANALYSIS**

(Co-requisites: EET 1033L and MTB 1322. No prior knowledge of electricity is assumed. However, a working knowledge of high school algebra and trigonometry is required. Students who are weak in mathematics should take MTB 1321 before enrolling in EET 1033.) This course is an in-depth study (at the precalculus level) of the circuit properties of resistance, capacitance and inductance in DC circuits. Topics covered include Ohms and Kirchhoff's Laws, series and parallel networks, network theorems, magnetic circuits, and DC instruments. It carries the analysis on to AC circuits. Topics covered include series and parallel AC networks, network theorems applied to AC power, resonance, and transformer. The lectures stress theoretical understanding and algebraic and numeric solutions to practical work problems. 3-0-3\* (offered Fall & Winter terms)

**EET 1033L CIRCUIT ANALYSIS LABORATORY**

(Co-requisite: EET 1033) Laboratory work closely parallels the lectures, reinforcing the practical measurement of networks, and developing skills in the proper use and interpretation of test equipment. 0-2-1\* (offered Fall & Winter terms)

**EET 1104 BASIC ELECTRONICS**

(Prerequisite: EET 1033) This course is a study of mathematical theory on equivalent circuits used in electronic circuits. A simplified mathematical approach is stressed in all calculations so that physical understanding of the circuit may be realized. 3-0-3\* (offered Spring term)

**EET 2121C ELECTRONICS I**

(Prerequisite: EET 1104) This course is a continuation of semi-conductor transistors and covers AC equivalent circuits, small signal amplifiers, class A and B amplifiers, field-effect transistors and analysis. A simplified mathematical approach is stressed so the student will have thorough understanding of the circuit. 3-2-4\* (offered Fall term)

**EET 2122C ELECTRONICS II**

(Prerequisite: EET 2121C) This is an advanced semi-conductor course covering frequency and bandwidth of transistor amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. A simplified mathematical approach is stressed in order for the student to understand the circuits. 3-2-4\* (offered Winter term)

\*Lecture-Lab-Credit Hours

\*\*NOTE: The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida; EDF 1001 Introduction to Education (Teaching), SPC 1600 Fundamentals of Speech, PSY 2012 General Psychology, DEP 2102 Child Growth and Development.

**EET 2322C COMMUNICATION ELECTRONICS**

(Prerequisite: EET 2122C) This course is a continuation of electronics, designed to enable students to pass the first class FCC license. It covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. 3-2-4\* (offered Winter term)

**EET 2515C DC AND AC DYNAMOS**

(Prerequisite: EET 1033) This course is a study of DC and AC motors and generators. Topics covered are electro-mechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, 2- and 3-phase systems and transformers. 3-2-4\* (offered Fall term and sufficient enrollment)

**EET 2545 POWER TRANSMISSION**

(Prerequisite: EET 2515C) This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\* (offered upon demand)

**EGN 1001 ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\* (offered Fall term)

**EGN 1112 ENGINEERING GRAPHICS**

(Prerequisite: ETD 1110C or equivalent) This course is designed for the student entering the engineering profession. The course will reinforce the fundamentals of orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs. Included also will be a study of points, lines and planes and their relation to the graphical language. Technique will be stressed. 2-4-3\* (offered Fall, Winter & Spring terms)

**EGN 2312 STATICS**

(Prerequisites: PHY 2053 and MAC 2311) This course deals with the principles of mechanics; force systems, coplanar and noncoplanar; concurrent noncurrent; equilibrium; distributed forces moments of inertia; and structures. 3-0-3\* (offered Winter term)

**EMS 2234 EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC I \*\***

(Prerequisite: State of Florida EMT-I Certification Score of at least 17 (composite) on the ACT or 800 on the SAT and not place in the remedial mathematics, English and/or reading. One year's experience as an active EMT prior to admission to the class) The class provides a theoretical and practical study of advanced life support. The student will learn to administer medication, start intravenous lines and minister to patients according to Modules I, II, III, IV, V, VII, VIII, IX, X, XIII, XIV. 6-14-8\* (offered Fall term)

**EMS 2235 EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC II \*\***

(Prerequisite: A grade of "C" or higher in EMS 2234) The student will continue to learn the theory and practice of advanced life support skills, to include mandatory pass of American Heart Association, ACLS. Modules: VI, VII, XI, XII, XV are covered during this semester. 6-14-8\* (offered Winter term)

**ENC 1000 ENGLISH (College Preparatory) \*\*\***

A course for students whose placement test scores indicate the need for intensive training in the basic skills of communication. This course emphasizes the basic mechanics of language, grammar usage, punctuation and spelling. Graded Passing or Not Passing (P-N). Six contact hours per week.

**ENC 1101 FRESHMAN COMMUNICATIONS I \*\*\***

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\* (offered all terms) Written work: 9,000 words.

**ENC 1102 FRESHMAN COMMUNICATIONS II \*\*\*\***

(Prerequisite: ENC 1101 or equivalent) This course consists of three units which introduce the students to the role of language of thought and action: (1) Language and Thought; (2) Persuasion (argument and logic); and (3) Mass Media of Communication. The concern here is with the development of the student ability to read critically and to write effectively. (offered all terms) Written work: 10,000 words.

**ENC 1210 TECHNICAL WRITING**

(Prerequisite: ENC 1101 or equivalent) Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\* (offered Winter term)

**ENC 2301 HONORS FRESHMAN COMMUNICATIONS I \*\*\*\***

(Prerequisite: ACT score of 23 or above) This course is designed for students who have mastery of English fundamentals and are proficient in basic communications skills. Content will include a more sophisticated approach to reading and writing. 3-0-3\* (offered Fall & Winter terms) Written work: 9,000 words.

**ENC 2302 HONORS FRESHMAN COMMUNICATIONS II \*\*\*\***

(Prerequisite: ENC 2301) This course is a continuation of ENC 2301 and is designed for students who want additional work in the art of composition. Emphasis is on creative expression. 3-0-3\* (offered Fall & Winter terms) Written work: 10,000 words.

**ENL 2010 ENGLISH LITERATURE TO 1660\*\*\*\***

This course is a study of significant writing produced in the British Isles from the time of the Anglo-Saxons to

\* Lecture-Lab-Credit Hours

\*\*EMS 2234 and EMS 2235 are designed specifically for individuals who are currently employed in Advanced Life-Support Agencies and have at least one (1) year's experience as a Florida State Certified EMT I.

\*\*\*These courses are required of all students entering the college with test scores indicating a need for development work, before embarking on the college-level curriculum.

\*\*\*\*The courses meet State Board of Education Rule 6A-10.30, Writing Skills.

1660. 3-0-3\* (offered all terms) Written work: 4,000 words.

#### **ENL 2020 ENGLISH LITERATURE AFTER 1660\*\***

This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\* (offered Fall, Winter & Spring terms) Written work: 4,000 words.

#### **EST 2541C SERVO-MECHANISM AND INSTRUMENTATION**

(Prerequisite: EET 1033 or permission of instructor) This is a study of a complete system function and its component parts. Mathematics is introduced only in sufficient depth to help the student fully understand how a system transfer function is used in frequency response testing. Topics covered are precision potentiometers, resolvus, transducers, synchors, mechanical electrical characteristics, servo motors and generators, stability and frequency response of serve systems. 3-2-4\* (offered Winter term with sufficient enrollment)

#### **ETD 1110C INTRODUCTION TO TECHNICAL DRAWING**

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\* (offered all terms)

#### **ETD 1601C ELECTRICAL DRAFTING**

This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2\* (offered Winter term)

#### **ETD 1731 FABRICATION DRAFTING**

(Prerequisite: EGN 1112 or permission of instructor) This course is designed to extend drafting principles and techniques into a variety of industrial and engineering fields. Included are studies in sheet metal, welding, structural piping, and topographical drafting. 2-4-3\* (offered Winter term)

#### **ETD 2121C SURVEYING DRAWING**

(Prerequisite: SUR 2100C and ETD 1110C or suitable experience) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\* (offered Winter term)

#### **ETD 2705 MACHINE/MECHANICAL DRAFTING**

(Prerequisite: EGN 1112) A study of principles, practices and standards of machine drafting in original design as applied to industrial processes. Topics include jig and fixture design; punch and die set design; gauging; and selected advanced project. 2-4-3\* (offered Winter term)

#### **ETD 2801C TECHNICAL ILLUSTRATION**

(Prerequisite: EGN 1120C or consent of instructor) This course deals primarily with translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings;

perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\* (offered Fall term)

#### **ETG 1949 CO-OP: TECHNOLOGY I**

Co-Op Education in technology is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job technology assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### **ETG 2530C PROPERTIES AND TESTING OF MATERIALS**

Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\* (offered Fall term)

#### **ETG 2930 SPECIAL TOPICS IN ENGINEERING TECHNOLOGY**

(Prerequisite: Consent of instructor) This course will focus on advanced and specialized topics in Engineering Technology that would be of interest to advanced students and/or persons employed by businesses and industries who need specialized training. Content will vary by topics. 3 to 4 hours credit.

#### **ETG 2949 CO-OP: TECHNOLOGY II**

This is a continuation of ETG 1949. 1-10-3\*

#### **ETI 1411C MANUFACTURING PROCESSES**

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-2-3\* (offered Winter term)

#### **ETI 1481 INTRODUCTION TO ROBOTIC AND AUTOMATED MANUFACTURING**

This course considers the fundamental concepts and applications of robotics and computer-aided manufacturing systems. It reviews the history, development and classification of robots, their components and operation and the various types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems, and the economic considerations of installing and operating automated systems. The course further discusses the important issue of the effect of automation on the worker and work place. 3-0-3\* (offered Fall & Winter terms)

#### **ETI 2633 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\* (offered Winter term)

\*Lecture-Lab-Credit Hours

\*\*These courses meet State Board of Education Rule 6A-10.30, Writing Skills.

**ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I**

This course will explore and investigate the basics of heat, work, and power as applied to engineering and mechanical technologies. An introductory level for students majoring in energy, refrigeration or mechanical power system. 3-0-3\* (offered Fall term)

**ETM 2312C HYDRAULICS AND PNEUMATICS**

(Co- or prerequisite: MTB 1321 or equivalent) This course deals with the basic theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments will prepare the student for a basic understanding of industrial applications utilizing hydraulics or pneumatics. 3-0-3\*

**ETM 2820 INTRODUCTORY MATERIALS ENGINEERING**

(Prerequisite: High school chemistry or equivalent) This course is a study of the properties of materials and their measurement and modification. Topics include physical, chemical, thermal and electrical properties, as well as a study of the structure of materials and the changes in behavior that result from processing them. 3-0-3\*

**EVS 0220 WASTEWATER TREATMENT "C" LEVEL**

The object of this course is to provide the student with the theoretical and practical knowledge necessary for certification as a class "C" wastewater treatment plant operator. Included in this course is material relating to areas of microbiology, mathematics, problem solving, mechanical maintenance and repair, record keeping and operational safety that are relevant to operations. Because of this, the 128 hours of classes are designed to be approximately 40% field exercise with the students performing operations under field conditions with close supervision.

**EVS 0238 WASTEWATER TREATMENT "B" LEVEL**

This course is designed to provide an in-depth look at the wastewater process that was begun in wastewater treatment "C" level. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the biological aspects of treatment. This course also stresses the study of issues and techniques that small plant managers and first-line supervisors need to become familiar with. The course is designed in a format of six, self-supporting modules, requiring 128 contact hours to complete and will provide the instruction required for the State of Florida "B" Level Wastewater Treatment educational component.

**EVS 0240 WATER TREATMENT "C" LEVEL**

This course is designed to provide the student with the theoretical, technical and practical knowledge to become a licensed "C" level water treatment plant operator. It is designed to offer a survey of all plant processes an operator may come in contact with, the specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. The course is planned to offer classroom, laboratory and hands-on training in all systems discussed and is in a modular format to emulate the plug-in nature of water treatment plant processes. The 128 hours of instruction will be divided into 70% classroom training and 30% plant site or laboratory experience.

**EVS 0247 WATER TREATMENT "B" LEVEL**

This course is designed to provide an in-depth look at the water treatment process that was begun in Basic Treatment Plant Operations. It covers treatment systems typical of larger operations, and because of their

more complex nature, places a greater concentration on the chemical and biological aspects of treatment. Intermediate Treatment Plant Operations also stress the study of issues and techniques that small plant managers and first-line supervisors need to become familiar with. The course is designed in a format of 14 self-supporting modules, requiring 128 contact hours to complete and will provide the instruction required for the State of Florida "B" Level Water Treatment educational component.

**EVS 2230 WATER SUPPLY AND WASTEWATER CONTROL**

A course designed to familiarize the student with the elementary engineering aspects of water supply and distribution, and of wastewater collection, removal and disposal. 3-0-3\*

**EVS 2242 WATER QUALITY CONTROL**

The significance and methods of analysis will be covered, with latitude for discussion of relative importance of each test in various plants. 3-0-3\*

**FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY**

Philosophy and history of fire service; organization and functions of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

**FFP 1203 FIRE PREVENTION**

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

**FFP 1600 FIRE APPARATUS AND EQUIPMENT**

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

**FFP 1640 FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

**FFP 2100 FIRE ADMINISTRATION**

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. American Insurance Association grading schedule and maintenance of buildings and equipment. 3-0-3\*

**FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION**

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary.) This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedures. 3-0-3\*

**FFP 2300 RELATED FIRE CODES AND ORDINANCES**

(Prerequisite: FFP 1200) Familiarization with national, state and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

**FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

**FFP 2410 STRATEGIES FOR EMERGENCY MANAGEMENT**

This course deals with strategies to be used in controlling emergency situations; such as, fires inside buildings, high rise fires, hazardous material incidents, and mass casualty incidents. 3-0-3\*

**FOL 1170 FIELD TRIP STUDY — MEXICO**

An introduction to the history and culture of Mexico from Pre-Conquest to present day. Members in this program will design their own goals and objectives and accompanying self-study program. Although no formal texts are required, broad reading on Mexico is highly recommended to enhance the tour for each member. Participants will keep descriptive and critical journals during the tour. Course grade and credit will be awarded based on the individual journals. Two hours credit.

**FOL 1171 FIELD TRIP/STUDY — PUERTO RICO**

An introduction to the history and culture of Puerto Rico from Pre-Conquest to Commonwealth. A comprehensive program of travel to historical sites and cultural centers in Old San Juan, Rio Piedras, El Yunque, and Ponce. Participants will keep descriptive and critical journals during the tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

**FOL 1172 FIELD TRIP-STUDY — COLOMBIA, SOUTH AMERICA**

This is an introduction to the history and culture of Colombia from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Bogota and Cartagena. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded based on the individual projects. Two hours credit.

**FOL 1174 FIELD TRIP/STUDY — PANAMA, CENTRAL AMERICA**

This is an introduction to the history and culture of Panama from Pre-Conquest to present day. Emphasis will be on the historical sites and artifacts of Panama City, Canal Zone, Colon and Cristobal. Participants will keep critical and descriptive journals during tour. Course grade and credit will be awarded on the individual projects. Two hours credit.

**FOL 1175 FIELD TRIP STUDY — YUCATAN PENINSULA, MEXICO**

This course is an introduction to the archeological sites and artifacts of selected areas of the Yucatan Peninsula. Two hours credit.

**FOS 1201 FOOD SERVICE SANITATION**

This course will instruct students on basic sanitation and safety for the food service operation. It will use the N.I.F.I. book, which will allow the student to receive certification from N.I.F.I. 1-0-1\*

**FRE 1100 ELEMENTARY FRENCH I**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

**FRE 1101 ELEMENTARY FRENCH II**

(Prerequisite: FRE 1100 or equivalent) This course is a continuation of FRE 1100. It continues the study of basic grammar, composition and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered Fall & Winter terms)

**FRE 2200 INTERMEDIATE FRENCH I**

(Prerequisite: FRE 1101 or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\* (offered Fall term)

**FRE 2201 INTERMEDIATE FRENCH II**

(Prerequisite: FRE 2200 or equivalent) This is a continuation of FRE 2200 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\* (offered Winter term)

**FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I**

(Prerequisite: FRE 1101 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogs and readings based on daily living experiences will serve as topics for discussion and conversation in French. Intensive oral practice is emphasized. 3-0-3\*

**FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II**

(Prerequisite: FRE 2240 or equivalent) This course is a continuation of FRE 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. 3-0-3\*

**FSS 1004 FOOD SERVICE MANAGEMENT IN HEALTH CARE FACILITIES**

A course designed as an introduction to techniques involved in operating a food service system in health care facilities. The basic principles of menu planning, purchasing, equipment, sanitation, and delivery systems are covered, along with the aspects involved in food service management in these facilities. 2-0-2\*

**FSS 1100 MENU PLANNING AND MERCHANDISING**

This course deals with the overall aspects of menu planning design, pricing, along with the essential knowledge of proper advertising and merchandising of the food service facility in today's advertising market. 3-0-3\*

**FSS 1112 FOOD FOR CHILDREN**

Introducing students to the problems involved with feeding children. Emphasizing principles of food preparation, planning menus to meet children's nutritional needs and motivating children to practice good eating habits. 2-2-3\* (offered upon demand)

**FSS 1210 BASIC FOOD PREPARATION**

Principles of food selection, preparation and meal management. Buying food, serving meals and managing time, money and energy in the kitchen. 2-2-3\* (offered Fall term only)

## **FSS 1221 PRINCIPLES OF QUANTITY FOOD PRODUCTION**

This course offers practical experience in the handling of tools, materials and equipment. The properties and composition of food are also studied. Other subjects include: Basic knowledge of meat, poultry, produce, dairy products, and staple groceries; experience in the preparation of stocks, soups, sauces, vegetables, salads, meat cutting and entrees. 2-4-4\* (offered Fall term)

## **FSS 1222 QUANTITY FOOD PRODUCTION II**

(Prerequisite: FSS 1221) This course includes the introduction to cost analysis and meat cutting of bulk versus portion cut of meats; menu terminology, both domestic and foreign; kitchen organization and preparation of schedules and cost analysis for breakfast, lunch and dinner menus; menu planning and purchasing of restaurant needs. All students will be requested to participate in the weekly creation of a luncheon. 2-4-4\* (offered Winter term)

## **FSS 1261 DINING ROOM MANAGEMENT**

This course will be a study of basic elements of dining room service. Students learn procedures for the purchase and maintenance of china, glass, silver, and linen. American service is practiced by students in the student food service dining room, including buffet setup and service. 1-4-3\* (offered Fall and Winter terms)

## **FSS 1270 UNDERSTANDING WINE AND SPIRITS**

This course presents an overview of the wine and spirits trade. It begins with the basics of growing grapes and making wine. The students learn how to taste effectively, read and understand wine labels and geography. From there, beers, brews and the art of brewing are covered. Finally, sales, merchandising and retail security are discussed. Completion of "Understanding Wine and Spirits" also entitles you to exam for the Wine and Spirit Education Centers "Lower Certificate" in the prestigious MASTER OF WINE program. This course will be an option for Hospitality Management students under the Food Service track. 3-0-3\* The Sixty Dollar fee referred to under "Special Fees" is not a PBJC fee and not paid to PBJC, but is for State licensure available after completing the course satisfactorily.

## **FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

This course will address the aspects of food service management common to industry operations. It will stress the need for and fundamentals of organization in any managerial endeavor. Methods of planning, organizing, scheduling, training, along with labor and cost control, will be studied. The development and use of necessary departmental forms will be analyzed. Principles of sanitation and safety will be included. 3-0-3\* (offered Winter term)

## **FSS 1940 CHEF APPRENTICE EXPERIENCE**

The apprentice must work under a chef certified by the American Culinary Federation. Credit will be granted to an apprentice who satisfactorily completes a term of training on the job. One credit hour per module.

### **Module A: Kitchen Organization/Butcher/Meat**

The student will be working under the Head Butcher to learn how to seam the meat, portion control and work with seafood; also, understand the set-up and operational procedures of the kitchen.

### **Module B: Pastry/Baking**

The student will work under the Pastry Chef to learn basic doughs, cakes, rolls and breads, hot and cold desserts. Decorating of food items is also included.

### **Module C: Garde Mange**

The student will be working under the Garde Mange learning to prepare cold salads, ice sculptures, fancy decorating and preparation of shellfish. Demonstrates knowledge of all types of spices.

### **Module D: Preparation of Vegetables/Breakfast**

The student will be working under the Department Head to learn the basic skill to prepare vegetables and noodles. Preparation of breakfast is also included.

### **Module E: Roasting/Banquet**

The student will work under the Roast Cook to learn roasting, sauteeing and frying of meat, fish and game.

### **Module F: Sauces/Soups**

The student will work under the Saucier to learn preparation of basic sauces and hot and cold soups, use and conversion of convenience foods.

## **FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY**

Emphasis will be placed on the selection and specification requirement for purchasing the major types of food. The ways and hows to purchase fruit, vegetables, meats, and grocery items. All food service standards and specifications will be covered on all food items, along with paper and alcoholic beverages. 3-0-3\* (offered upon demand)

## **FSS 2248 PASTRY AND GARDE MANGE I — MODULES A, B, C**

This course is designed for the student to take one to three modules. Module A is an introduction to baking and yeast doughs. Module B covers cakes and pastries, ice cream and pie making. Module C includes garde mange work, hors d'oeuvres, ice carving, salads, etc. Each module is 1-2-2\* for a total of 6 credits.

## **FSS 2249 PASTRY AND GARDE MANGE II**

(Prerequisite: FSS 2248) This course offers proficiency in all phases of food preparation, with concentration on speed and organization and orderliness; planning, purchasing, and delegating of the menu under supervision of instructor; refinement of decorating skills for display works, cakes, hors d'oeuvres, tallow sculpture, ornamental centerpieces, and ice carving. 2-4-4\* (offered Fall term)

## **FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing equipment use and care, sanitation and safety. 3-0-3\* (offered Fall term)

## **FSS 2401 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN**

This course will cover the design and layout of various work areas, specifications of equipment, and how to design facilities of maximum utilization, always taking into account cost, work safety and individual requirements. This course will cover all areas of the hospitality industry. 3-0-3\* (offered upon demand)

## **FSS 2500 FOOD AND BEVERAGE COST CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 3-0-3\* (offered Fall term)

## **GEB 1011 INTRODUCTION TO BUSINESS**

The objectives of this course are four-fold: (1) to give the beginning business student an opportunity to learn what business is about, and to see it in its entirety be-

fore studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and in reading business periodicals, (3) to help the student acquire a better understanding of the workings of the free enterprise system, and (4) to identify various career opportunities. 3-0-3\*

### **GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION**

This course is an introduction to cultural and world geography through a study of selected regions. Ecological and conservational problems are emphasized. The course also includes an explanation of geographical materials and their uses. 3-0-3\* (offered Fall & Winter terms)

### **GEY 2000 GERONTOLOGY**

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Areawide Councils on Aging, Multi-purpose Human Services Resources, local, state, and national. The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services. 3-0-3\* (offered Winter term)

### **GLY 1000 DESCRIPTIVE GEOLOGY**

A study of the materials, structure and surface of Earth and processes which have produced or shaped them. Related laboratory exercises, demonstrations, and local field trips are included. 3-0-3\* (offered upon demand)

### **GRA 1500 GRAPHICS ARTS INDUSTRIES**

An introductory course designed for the student who is considering a career in the graphics arts industry. Students will go on field trips to printing, publishing, and other graphic arts firms and will receive an orientation to graphic arts materials and processes by use of laboratory demonstrations. There will be a study of developments in technology, management, and scientific applications and their effects on the industry. 1-4-3\* (offered Fall term)

### **GRA 1501 GRAPHICS ARTS TECHNOLOGY I**

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. Laboratory exercises include the camera work on the graphic arts process camera, basic stripping and contact printing techniques. 2-2-3\*

### **GRA 1530 TYPOGRAPHY**

An introduction to the selection and use of type faces and lettering styles for aesthetics and readability. Includes the historical development of printing types; principles of setting metal type, phototypesetting, and computerized typesetting; typeface classification; rules of good typographic practice; experience in setting headings, copy fitting, proof reading and field trips. 1-4-3\* (offered Fall term)

### **GRA 1573 GRAPHIC ARTS TECHNOLOGY II**

(Prerequisite: GRA 1501 or permission of instructor)

This course covers process camera procedures used with continuous tone copy and the resultant halftone negative. Laboratory exercises include the preparation of negatives and positives for plate making. 1-4-3\* (offered Fall term)

### **GRA 1950 PRODUCTION GRAPHICS**

(Prerequisite: permission of instructor) This is a graphic arts course in which students gain professional knowledge and skills through the actual production of a printed publication or other printed matter. Students will be involved with the full spectrum of publication production graphics. Editorial management, design and layout, copy writing, photography, and technical graphic arts will be included, with concentration on the student's area of specialty. 1-4-3\* (offered Fall & Winter terms)

### **GRA 2505 SCREEN PRINTING**

(Prerequisites: ART 1201, ART 1300 and ART 1600) An introductory course in the study of the theory and practice of screen printing. Students will gain skills in stencil cutting, frame construction, and photographic techniques in screen printing. There will be a study of some of the economic and commercial aspects of screen printing and also its place in the fine arts. Value, color separation, and color percentages are introduced. 1-4-3\* (offered Winter term)

### **GRA 2508 INK AND COLOR**

An introductory course in the mixing and color matching of printing inks. Students will gain skills in manipulating inks to suit paper and press and learn basic requirements of ink for other particular applications. There will be a study of paper manufacturing, the selection of papers according to usage, and cost estimating. 1-4-3\* (offered Winter term)

### **GRA 2784 GRAPHIC ARTS TECHNOLOGY III**

(Prerequisites: GRA 1501 and GRA 1573 or permission of instructor) This course gives advanced training according to the individual educational needs and capabilities of each student. Personal growth and skill development in advertising design, typography, copy preparation, process camera work and stripping. 1-4-3\* (offered Winter term)

### **HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS**

The student will identify significant events and dates in the historical development of the hospitality business, compare the present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in a large-size hotel and restaurant. 3-0-3\* (offered Fall & Winter terms)

### **HFT 1930 SPECIAL TOPICS HOSPITALITY INDUSTRY**

This course centers around topics of current or of special interest to the hospitality industry. Topics or focus may vary from semester to semester. Credit hours may vary from 1 to 3.

### **HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job hospitality management assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

## **HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR**

This course will enable the hospitality student to see first hand how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, along with lectures, will create a long lasting feel of the industry. Three hours credit.

## **HFT 2220 PERSONNEL MANAGEMENT PRACTICES**

This course is designed to study the basic principles and analysis of managerial problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\* (offered Fall & Winter terms)

## **HFT 2250 HOTEL-MOTEL FINANCIAL MANAGEMENT**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\* (offered Fall & Winter terms)

## **HFT 2300 HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\* (offered upon demand)

## **HFT 2320 HOTEL AND RESTAURANT PROPERTY MANAGEMENT**

This course is a study of the components of an engineering system in a lodging and food-service establishment. Emphasis is given to blueprint interpretations, basic electrical systems, plumbing, swimming pools, air-conditioning systems, etc. 3-0-3\*

## **HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\* (offered Fall term)

## **HFT 2434 CLUB MANAGEMENT**

This course is designed to give the student the basic understanding of management in regards to clubs and resorts. It will cover private and semi-private clubs and resorts, and will teach the students the difference of managing a club versus restaurants or hotels; also, the required knowledge for facility and recreational management. 3-0-3\*

## **HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\* (offered upon demand)

## **HFT 2600 LEGAL ASPECTS OF HOTEL AND FOOD SERVICE ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\* (offered upon demand)

## **HFT 2949 CO-OP: HOSPITALITY MANAGEMENT II**

This course is a continuation of HFT 1949. 1-10-3\*

## **HIS 2950 TRAVEL/STUDY: BRITISH HISTORY (1)**

From a variety of offerings, the student may choose

lectures at Cambridge University, England, on one of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 3-0-3\* (offered Summer term)

## **HIS 2951 TRAVEL/STUDY: BRITISH HISTORY (2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: An Outline of British History I, II, or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History. 6-0-6\* (offered Summer term)

## **HSA 1100 THE NATION'S HEALTH**

This course assumes that America's system of health care is on the examining table. It explores such issues as the possible overmedicalization of society, the potential impact of national health insurance and the needs of the poor and the aged. It examines the political, ethical, economic, and social issues surrounding medical science, modern drugs, and biomedical research. 3-0-3\*

## **HSC 1100 PERSPECTIVES ON HEALTHFUL LIVING**

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecological hazards, developing a healthy personality, improving organic efficiency and preparation for effective family living. 2-0-2\* (offered all terms)

## **HSC 1400 STANDARD FIRST AID AND CPR**

This course provides the information and skills necessary to meet the first aid certification requirements of the American Red Cross. Students will also be instructed in cardiopulmonary resuscitation techniques. 0-2-1\* (offered Fall and Winter terms)

## **HSC 2200 LIFE SCIENCE AND HEALTH**

This course is designed to provide students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself, family, and society. Current health findings are used to establish an awareness of various health needs in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon stress management, fitness, nutrition, and the development of an effective personal life style. 3-0-3\*

## **HUN 1001 BASIC NUTRITION**

This course consists of the fundamental principles, findings, concepts, and applications of normal nutrition for the food service industry. 2-0-2\*

## **HUN 1201 ELEMENTS OF NUTRITION**

A course designed to consider the principles necessary to promote optimum nutrition throughout the life cycle. Consideration is given to the changing nutritional scene and area of controversy which have developed. The course answers the questions: Why we eat; What we eat; and how the body utilizes the food we eat. Emphasis will be placed on evaluation of nutritional practices. 3-0-3\*

## **HUS 1003 INTRODUCTION TO HUMAN SERVICES**

An orientation to the field of human services, history, current concepts and roles of beginning professionals

are reviewed and discussed. Community services and resources are studied. New approaches to meeting human needs are explored. The knowledge, skills and attitudes essential to the beginning professional are investigated. There is a whole new spectrum of challenges today in the field of human services, and the new professional — the human services specialist — is meeting them. Human services specialists go wherever people are having problems and needs. They learn techniques and skills in areas such as behavior modification, family therapy, problem solving, counseling, interviewing and case management. 3-0-3\* (offered Fall term)

#### **HUS 1100 INTERVIEWING AND COUNSELING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\* (offered Fall term)

#### **HUS 1200 PRINCIPLES OF GROUP DYNAMICS**

A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communications systems, tasks and problem solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\* (offered Fall & Winter terms)

#### **HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing and critique are part of this instruction. 3-0-3\* (offered Winter term)

#### **HUS 1850 FIELD WORK IN HUMAN SERVICES I**

(Prerequisite: HUS 1003 and HUS 1100) This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. 2-0-2\* (offered Winter term)

#### **HUS 1850L FIELD WORK IN HUMAN SERVICES I PRACTICUM**

Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 0-6-2\* (offered Winter term)

#### **HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE**

(Prerequisite: PSY 2012) The student will obtain a basic knowledge of understanding of the current systems of psychotherapy to include terminology, modality types, and effectiveness in regard to specific syndromes and/or dysfunctions. 3-0-3\* (offered Winter term)

#### **HUS 2851 FIELD WORK IN HUMAN SERVICES II**

(Prerequisite: HUS 1850) A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. 2-0-2\* (offered Winter term)

#### **HUS 2851L FIELD WORK IN HUMAN SERVICES II PRACTICUM**

Students will be rotated through different services and work with staff as team members; supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 0-6-2\* (offered Winter term)

#### **IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (HONORS COURSE)**

The class will select a theme — from a limited choice of Human and Global Issues — as a term focus. They will be presented with techniques of information gathering. Students will divide into interest groups, set goals, and gather information with the objective of preparing a presentation that will be video taped. 3-0-3\*

#### **IND 1012 INTRODUCTION TO INTERIOR DESIGN**

(Prerequisite: ART 1201 and ETD 1110C) An introduction to the fields of Interior Decorating and Interior Design. Basic fundamentals are space, color, materials, lighting and furniture. 1-4-3\* (offered Fall & Winter terms)

#### **IND 1013 HISTORY OF PERIOD FURNITURE**

A course designed to provide knowledge of the development of furniture throughout history. It will enhance the ability to recognize and use eclectic combinations in the homes of today. This will include the study of fabrics, accessories and architectural details. Each student will assemble a comprehensive notebook combining renderings and photographs. 3-0-3\* (offered Fall term)

#### **IND 1014 INTERIOR DESIGN**

(Prerequisite: IND 1012) A comprehensive survey course where the elements of art are studied as they apply to interiors. Client-designer relationships, interiors relating to the architecture and the surrounding community, knowledge of the fibers and fabric construction, study of period furniture and eclectic combinations are all part of the course. The student will render two- and three-dimensional projects. 1-4-3\* (offered Fall & Winter terms)

#### **IND 2010 PRACTICAL APPLICATIONS IN INTERIOR DESIGN**

(Prerequisite: IND 1014) The purpose of this course is to develop in the student the ability to plan interiors functionally, from a blueprint to the final assembly of all furnishings. Included will be a study of the relationships between measuring and handling materials, and purchasing and cost estimation. This course gives advanced training to students in the field of planning an immediate entry into the profession. 1-4-3\* (offered Fall & Winter terms)

#### **IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS**

This course covers business processes such as contracts, pricing, profits and invoicing as they relate to the interior design profession. The course will include a study of ethical practices in designer-client relationships, and students will visit interior design studios in the area. 3-0-3\* (offered Winter term)

#### **ITA 1100 ELEMENTARY ITALIAN I**

The essentials of Italian, with special emphasis on oral and aural training in the language. 3-0-3\*

#### **ITA 1101 ELEMENTARY ITALIAN II**

(Prerequisite: ITA 1100 or equivalent) Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. 3-0-3\*

**ITA 2200 INTERMEDIATE ITALIAN I**

(Prerequisite: ITA 1101 or equivalent) Italian culture learned through a systematic review of reading and writing skills with emphasis on oral and written presentations. 3-0-3\*

**ITA 2201 INTERMEDIATE ITALIAN II**

(Prerequisite: ITA 2200 or equivalent) A continuation of ITA 2200. 3-0-3\*

**JOU 1100 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\* (offered Fall & Winter terms)

**JOU 2103 REPORTING AND WRITING TECHNIQUES**

(Prerequisite: JOU 1100 or equivalent or permission of Department Chairperson) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. 3-0-3\* (offered Winter term)

**JOU 2930 SPECIAL TOPICS IN JOURNALISM**

This course will focus on advanced and/or specialized topics in journalism. The course(s) may be taken by students who wish to supplement their current or previous training. Content will be determined by the specific topic. 1 to 6 semester hours.

**LAH 2130 LATIN AMERICAN HISTORY — COLONIAL PERIOD**

This course surveys the social, political economic, and military background of Latin America. Beginning with the pre-Colombian era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\* (offered Fall term)

**LAH 2131 LATIN AMERICAN HISTORY — NATIONAL PERIOD**

This course begins with the background of the wars for independence and proceeds to present day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\* (offered Winter term)

**LEA 1001 INTRODUCTION TO LEGAL TECHNOLOGY**

This introductory course is designed to provide an overview of the training and purpose of legal assistants. It will examine the role of the lawyer and legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law that will be covered by the student during the program. 3-0-3\*

**LEA 1011 LEGAL WRITING AND RESEARCH I**

(Prerequisite: LEA 1001 and LEA 2101) This course will provide the student with information on how to write civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. It also provides the student with an in-depth examination of the law library and the process of legal research. 3-0-3\*

**LEA 1151 PREPARING NEGLIGENCE CASES**

(Prerequisite: LEA 1011) A study of the basic law relating to civil wrong as applied to personal and property damage. Topics studied include intentional torts, negligence, strict liability, products liability, nuisance, liability of owners and of privacy, intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. 3-0-3\*

**LEA 1949 CO-OP: LEGAL ASSISTANT I**

(Prerequisite: Completion of all courses outlined in Legal Assistant freshman year curriculum.) This coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experiences in the student's chosen career. The student and the teacher-coordinator determine the objective for the on-the-job legal assistant assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**LEA 2012 LEGAL WRITING AND RESEARCH II**

(Prerequisite: LEA 1011) This is an advanced course in civil and criminal legal writing and research. 3-0-3\*

**LEA 2101 COURT SYSTEM: PROCEDURES AND PLEADINGS I**

(Co- or Prerequisite: LEA 1001) A course designed to familiarize the student with the structure of both our state and federal judicial system and their jurisdiction, and to introduce the student to the basic judicial process and its procedural aspects, including an introduction to State and Federal Rules of Courts. 3-0-3\*

**LEA 2102 COURT SYSTEM: PROCEDURES AND PLEADINGS II**

(Co- or Prerequisite: LEA 1001) A course designed to familiarize the students with the basics of civil and criminal causes of action through practical exercises in the proper drafting and use of the basic pleading forms used in state and federal courts. 3-0-3\*

**LEA 2201 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I**

(Co- or Prerequisite: LEA 1001) Provides a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and the problems encountered in drafting these and related documents. 3-0-3\*

**LEA 2202 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II**

(Prerequisite: LEA 1011 and LEA 2201) An advanced course in Real Estate Law and Property Transactions. Students must have completed Real Estate Law and Property Transactions I. 3-0-3\*

**LEA 2211 ADMINISTRATION OF ESTATES I**

(Prerequisite: LEA 1011) Presents a survey of estate planning and administration, including the preparation of wills, trusts, probate forms and guardianship procedures. 3-0-3\*

**LEA 2401 LAW OFFICE MANAGEMENT**

(Prerequisite: LEA 1011) This course is designed to acquaint the student with fundamentals of management in general and application to the law office, including a study of office equipment utilized in a law office, word-processing system, filing system, library management, accounting and billing procedures. 3-0-3\*

**LEA 2501 FAMILY LAW**

(Prerequisite: LEA 1011) The study of such topics as divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition. 3-0-3\*

**LEA 2802 ADMINISTRATIVE LAW**

(Prerequisite: LEA 1011) A broad survey course which seeks to identify and describe the numerous areas of government; i.e., both state and federal regulations of business and their activities, and in conjunction therewith to demonstrate the mechanics of Government Regulations and Administrative Procedures with respect thereto. 3-0-3\*

**LEA 2949 CO-OP: LEGAL ASSISTANT II**

(Prerequisite: LEA 1949) This course is a continuation of LEA 1949. 1-10-3\*

**LEI 2700 THERAPEUTIC RECREATION**

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging, and the physically and mentally handicapped. 1-4-3\* (offered Winter term)

**LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY**

The course will, using a variety of instructional methodologies, address the requisite communicative and administrative skills; the cognitive and affective domains of the physical and the psychosocial aspects of aging; the activities and their adaptations; volunteerism; and program concepts that are vital to the successful performance of activity coordinators. 3-0-3 (offered Winter term)

**LIT 2110 WORLD LITERATURE TO 1600\*\***

A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\* (offered Fall term) Written work: 4,000 words.

**LIT 2120 WORLD LITERATURE AFTER 1600\*\***

This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\* (offered Winter term) Written work: 4,000 words.

**LIT 2950 TRAVEL/STUDY: BRITISH LITERATURE(1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: Shakespeare's texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 3-0-3\* (offered Summer term)

**LIT 2951 TRAVEL/STUDY: BRITISH LITERATURE(2)**

From a variety of offerings, the student may choose to attend lectures at Cambridge University, England, on two of the following: Shakespeare's texts I, II, or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists, and Twentieth-century Poetry. This course fulfills the general education requirement for literature. 6-0-6\* (offered Summer term)

**MAC 1104 COLLEGE ALGEBRA**

(Prerequisite: MAT 1033 or adequate score on placement test and two years of high school algebra) Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and

inequalities, exponential and logarithmic functions. 3-0-3\* (offered all terms)

**MAC 1114 TRIGONOMETRY**

(Prerequisite: MAC 1104 or adequate score on placement test) This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, and complex numbers. 3-0-3\* (offered all terms)

**MAC 2233 SURVEY OF CALCULUS**

(Prerequisite: MAC 1104 or equivalent) Not open to students who have credit in MAC 2411. This course involves the study of rates of change, derivatives and integration with applications to business. 3-0-3\* (offered Fall & Winter terms)

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I**

(Prerequisite: MAC 1114 or adequate score on placement test and high school trigonometry) This is the first of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. 4-0-4\* (offered Fall, Winter & Spring terms)

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II**

(Prerequisite: MAC 2311) This is the second of a three-term sequence. Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. 4-0-4\* (offered Fall, Winter & Spring terms)

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III**

(Prerequisite: MAC 2312) This is the third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, particle differentiation, multiple integration, and line integrals. 4-0-4\* (offered Fall, Winter & Spring terms)

**MAC 2930 SPECIAL TOPICS IN MATHEMATICS - CALCULUS OR PRECALCULUS**

(Prerequisite: Consent of department or division chairperson) This course will focus on special topics in mathematics, in calculus or precalculus related areas, which may be of interest to full or part-time students or to persons employed in businesses or industries who need specialized training. From one to four credits may be granted.

**MAD 2930 SPECIAL TOPICS IN MATHEMATICS - DISCRETE**

(Prerequisite: Consent of division chairperson) This course will focus on special topics in discrete mathematics or related areas which may be of interest to full or part-time students or to persons employed in businesses or industries who need specialized training. From one to four credits may be granted.

**MAN 1949A CO-OP: MIDMANAGEMENT I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job midmanagement assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**MAN 1949B CO-OP: MIDMANAGEMENT II**

This course is a continuation of MAN 1949A. 1-10-3\*

\*Lecture-Lab-Credit Hours

\*\*These courses meet State Board of Education Rule 6A-10.30, Writing Skills.

## **MAN 2021 PRINCIPLES OF MANAGEMENT**

This course provides a basic study of the principles of management, planning, organizing, staffing, and controlling. The principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces are all covered. 3-0-3\*

## **MAN 2100 HUMAN RELATIONS**

This course emphasizes people at work in all kinds of organizations and how they may be motivated to work together in greater harmony. It focuses on the pressures that people experience when they interact with each other, and what techniques a manager may employ to overcome the human problems associated with an organization. Among the topics studied are: motivation, communications, conflict, leadership, stress and creativity. 3-0-3\*

## **MAN 2340 PRINCIPLES OF SUPERVISION**

This course is designed to provide the student with an overview of the first level of management, which deals primarily with the management of people. The focus will be on the supervisory process: examining the functions of planning, organizing, staffing, directing, controlling, and their relationships to the daily responsibilities of the supervisor. 3-0-3\*

## **MAN 2800 SMALL BUSINESS MANAGEMENT**

In-depth analysis of the basic principles of starting and managing a small business, and the many opportunities for entrepreneurial success in a free enterprise system. Included are the business and managerial functions of how to organize, staff, direct and control the business areas of sales, production, purchasing, finance, and personnel. 3-0-3\*

## **MAN 2949A CO-OP: MIDMANAGEMENT III**

This course is a continuation of MAN 1949B. 1-10-3\*

## **MAN 2949B CO-OP: MIDMANAGEMENT IV**

This course is a continuation of MAN 2949A. 1-10-3\*

## **MAP 2302 DIFFERENTIAL EQUATIONS**

(Prerequisite or co-requisite: MAC 2313) Topics includes are ordinary differential equations with applications, the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\* (offered Winter & Spring terms)

## **MAR 1151 PRINCIPLES OF RETAILING**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. 3-0-3\*

## **MAR 1311 ADVERTISING**

This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising, and the actual execution of an advertising campaign. 3-0-3\*

## **MAR 2011 PRINCIPLES OF MARKETING**

This course emphasizes planning marketing strategy.

The topics covered include: the macro role in society and the micro role of business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion, and price. 3-0-3\*

## **MAR 2101 SALESMANSHIP**

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections, and closing the sale; dealing with the legal, social, ethical and personal responsibilities of the salesperson; and the nature and scope of sales management. 3-0-3\*

## **MAR 2240 INTERNATIONAL MARKETING**

This course presents basic marketing principles from an international point of view. Students will gain insight into international marketing by virtue of making actual visits to overseas corporations, along with overseas offices of American corporations. Scope of the course will cover pricing, advertising methods and channels of distribution on an international level. Classroom work before and after the overseas trip will be required. 3-0-3\*

## **MAR 2955 INTERNATIONAL CURRENT BUSINESS PRACTICE**

This course is a basic study of the nature of business activities between nations. The content is designed to give emphasis on actual international business activity in the form of visits to foreign business enterprises. These on-site visits will be supplemented by classroom work before and after the trip. 3-0-3\*

## **MAT 1000 MATHEMATICS (College Preparatory) \*\***

A course covering basic arithmetic skills with heavy emphasis on applications. Computations are made with whole numbers, fractions, decimals and percents. Ratios, proportions and statistics apply the skills to interpretation of data. Customary units of measurement in both U.S. and Metric Systems are applied to perimeters, areas and volumes. Graded Passing or Not Passing (P or N). Three contact hours per week.

## **MAT 1024 ELEMENTARY ALGEBRA**

(Prerequisite: Successful completion of MAT 1000 and/or adequate score on placement test) This course is designed to prepare students for MGF 1120 and/or MAT 1033 — and will cover basic algebra concepts, including the real numbers system, polynomials, linear equations, exponents and radicals, and quadratic equations. It places particular emphasis on mastering the mechanical skills of algebra and becoming fluent in the symbols, techniques, and language of algebra. Graded Passing or Not Passing (P or N). Three contact hours per week.

## **MAT 1033 INTERMEDIATE ALGEBRA**

(Prerequisite: One year of high school algebra OR MAT 1024 AND adequate score on placement test) This course is designed to prepare the student for MAC 1104. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\* (offered all terms)

## **MGF 1120 GENERAL EDUCATION MATHEMATICS I**

(Prerequisite: One year of high school algebra OR MAT 1024 AND adequate score on placement test) This

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

course includes Introduction to Algebra, Geometry, and the Metric System. 3-0-3\* (offered all terms)

#### MODULE F: GEOMETRY

This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction.

#### MODULE H: INTRODUCTION TO ALGEBRA

This module serves as an introduction to the basic concepts of algebra including the solution of simple linear equations and graphing. (Not recommended for students who have had more than one year of high school algebra)

#### MODULE I: CONSUMER MATHEMATICS

This module is a study of practical mathematics with applications to daily living.

#### MODULE J: THE METRIC SYSTEM

This module is a study of the basic units of measurement in the metric system, including conversion of units.

#### MODULE K: RATIO AND PROPORTION

This module is a study of ratio, proportion and variation, fractions, decimals and percents with applications. (Nursing students only)

**NOTE:** The above modules are offered on an individual basis through the Center for Personalized Instruction. (Not available to students who have taken MGF 1120 or MGF 1121) 1-0-1\* (offered all terms) Challenge test will be available for all modules.

#### MGF 1121 GENERAL EDUCATION MATHEMATICS II

(Prerequisite: MAT 1024 OR one year of high school algebra PLUS adequate score on placement test.) This course includes Probability and Statistics, Logic, and an Introduction to Computing Technology. 3-0-3\* (offered all terms)

#### MODULE E: MATHEMATICAL LOGIC

This module involves an analysis of sentence structure and truth values and includes a study of valid and invalid arguments and methods of proof.

#### MODULE G: PROBABILITY AND STATISTICS

This module includes the study of the fundamental laws of probability, the measures of central tendency, standard deviation and the normal distribution.

#### MODULE L: INTRODUCTION TO COMPUTER TECHNOLOGY

This module acquaints the students with the basic uses and operational aspects of the computer. Included are flow-charting and the solving of mathematical problems using computers and the basic language. 1-0-1\*

**NOTE:** The above modules are offered on an individual basis through the Center for Personalized Instruction. 1-0-1\* (offered all terms) Challenge test will be available for all modules.

#### MKA 1161 PRODUCT MERCHANDISING

This course covers all fields of merchandising except fashion. It includes studies of basic merchandise knowledge, textiles, non-textile materials, and home furnishings. 3-0-3\* (offered Fall term even numbered years only)

#### MKA 1402 FASHION MERCHANDISING

This course covers all the marketing levels involved in fashion merchandising. The course demonstrates the interrelationship of all the industries that make up the fashion business; the disciplines of planning, promoting, and selling the finished product through various types of distribution channels; and a study of style, construction, and quality of men's, women's, and children's ready-to-wear apparel. 3-0-3\* (offered Fall term)

#### MKA 1949A CO-OP: MERCHANDISING I

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### MKA 1949B CO-OP: MERCHANDISING II

This course is a continuation of MKA 1949A. 1-10-3\*

#### MKA 2949A CO-OP: MERCHANDISING III

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job merchandising assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

#### MKA 2949B CO-OP: MERCHANDISING IV

This course is a continuation of MKA 2949A. 1-10-3\*

#### MMC 1000 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\* (offered Fall & Winter terms)

#### MMC 1949 CO-OP: MASS COMMUNICATIONS I

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. 1-10-3\*

#### MMC 2949 CO-OP: MASS COMMUNICATIONS II

This is a continuation of MMC 1949. 1-10-3\*

#### MNA 1392 CUSTOMER SERVICES I

This course is designed to provide the student with an in-depth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and nonpostal services. Special emphasis is placed on means to achieve and manage a professional window service operation. The duties of customer service representatives are also reviewed. 3-0-3\*

#### MNA 1393 CUSTOMER SERVICES II

This course is a continuation of MAN 1392, Customer

\*Lecture-Lab-Credit Hours

Services. It is designed to provide a functional knowledge of mail delivery and collection systems within the Postal Service. Based on management's approach to delivery service, the first part of the course covers the duties, responsibilities and skills needed in the carrier crafts. Two management training programs, "Methods Improvement Plan/Standard Operation Procedures" and "Route Inspections and Evaluations," are explained and emphasized throughout the course. Management of rural delivery service, along with the Fair Labor Standards Act requirements are also explained. 3-0-3\*

#### **MNA 1394 POSTAL FINANCE I**

This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, timekeeping, travel regulations, and administrative services. 3-0-3\*

#### **MNA 1395 MAIL PROCESSING I**

This course covers the following topics: mail classification and rates; service standards; postal terminology; the four functions of mail processing; distribution systems; mail processing objectives and responsibilities; the mail preparation operation; manual distribution; revenue protection; and the bulk mail centers. 3-0-3\*

#### **MNA 1396 MAIL PROCESSING II**

This second course in mail processing and automation; covers the following topics: postal mechanization; machine distribution; human resources management in mail processing; reporting systems and data analysis; operational planning; scheduling and staffing; budgeting and functional coordination with customer services. 3-0-3\*

#### **MNA 2397 POSTAL EMPLOYEE RELATIONS**

This course involves the actual functions of the employee relations office in relation to the services it provides for postal employees. Course content includes the policies and practices concerning selection, placement, training, and promotion of employees. Also covered are self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, and safety and health. 3-0-3\*

#### **MNA 2398 POSTAL LABOR RELATIONS**

This course presents an overview of laws and practices as related to labor-management in the Postal Service. Emphasis is placed on the National and Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board. 3-0-3\*

#### **MNA 2399 POSTAL FINANCE II**

This course is a continuation of MNA1394, Finance I. It is designed to provide extensive understanding of financial management principles in the Postal Service. Also studied are Public Law 91-375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. 3-0-3\*

#### **MRE 2001 MEDICAL TERMINOLOGY**

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and

use of medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\* (offered Fall & Winter terms)

#### **MTB 1103 BUSINESS MATHEMATICS**

This course includes information and practice in practical business situations involving: bank and sales records, business percentages, financial charges, payrolls and taxes, statistics, and computers, financial statements, insurance, bonds stocks and annuities. 3-0-3\*

#### **MTB 1321 TECHNICAL MATHEMATICS I**

(Prerequisite: MAT 1033 or equivalent) This course and MTB 1322 form a sequence to be offered to technology majors. Topics included are as follows: algebraic expressions and operations, quadratic equations, exponentials and logarithms, trigonometry, rectangular and polar coordinates, complex numbers, vectors, linear systems of equations. 3-0-3\* (offered Fall & Winter terms)

#### **MTB 1322 TECHNICAL MATHEMATICS II**

(Prerequisites: MTB 1321 or MAC 1114) Topics included are as follows: descriptive statistics, applications, the straight line, conics, limits, derivatives, integration, applications. 3-0-3\* (offered Fall & Winter terms)

#### **MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC**

This course is designed as an introduction to the basic hardware component (tape recorder, mixer, synthesizer, computer) and their functions in electronic music. 3-0-3\*

#### **MUE 2440 STRING TECHNIQUES \*\***

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |           |                |
|-----------|----------------|
| A. Violin | C. Cello       |
| B. Viola  | D. String Bass |

#### **MUE 2450 WOODWIND TECHNIQUES \*\***

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |             |              |
|-------------|--------------|
| A. Clarinet | C. Saxophone |
| B. Flute    |              |

#### **MUE 2460 BRASS TECHNIQUES \*\***

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following: 0-2-1\* (offered upon demand)

- |                |             |
|----------------|-------------|
| A. Trumpet     | C. Trombone |
| B. French Horn | D. Tuba     |

#### **MUE 2470 PERCUSSION TECHNIQUES \*\***

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\* (offered upon demand)

#### **MUH 2018 HISTORY AND APPRECIATION OF JAZZ**

The development of jazz will be studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered, as well as principles in how to listen to jazz. Objectives will be achieved through the use of lectures, films, slides, and live performance in and out of class. 3-0-3\* (offered upon demand)

\*Lecture-Lab-Credit Hours

\*\*A special fee of \$20.00 is required.

**MUH 2111 INTRODUCTION TO MUSIC HISTORY I**

(Antiquity through the Eighteenth Century) This course is designed for the music major as a beginning course in music history. The syllabus includes the study of the music literature (composers, forms, styles) of Western Civilization in chronological sequence. Lecture sessions will be supplemented by reading and listening assignments along with score analysis. 3-0-3\* (offered Fall term)

**MUH 2112 INTRODUCTION TO MUSIC HISTORY II**

(Nineteenth and Twentieth Centuries) This course begins with the study of the music of Beethoven and extends on to include contemporary music literature and its composers. Special consideration is given to the music of America. 3-0-3\* (offered Winter term)

**MUH 2930 SPECIAL TOPICS IN MUSIC**

(Co-and/or prerequisite: Consent of instructor and division chair) This course will focus on advanced and/or specialized topics in music. The course(s) may be taken by students who wish to supplement their current or previous training. Content will be determined by the specific topic. 1-6 credit hours.

**MUL 1010 MUSIC APPRECIATION**

This course is a survey of the historical periods of music development. It includes a study of styles, forms, and composers and their works. It is designed to provide the student with a basis for intelligent listening and to help the student develop a more thorough understanding of music. The course offers credit in General Education for non-music majors. 3-0-3\* (offered all terms)

**MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MUL 1010. A special fee is charged. 3-0-3\* (offered upon demand)

**MUM 2031 POP VOCAL STYLE**

(Prerequisite: MUT 1111 or equivalent) This course is a study of various vocal styles of jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students; technical development in this idiom. 0-2-1\* (offered on demand)

**NOTE:** The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three, or four times in each course.

A maximum of four (4) semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.

**MUN 1120 CONCERT BAND**

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-2-1\* (offered Fall & Winter terms)

**MUN 1210 CONCERT ORCHESTRA**

This organization provides the opportunity for experience in the playing of various types of orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. 0-3-1\* (offered upon demand)

**MUN 1310 CONCERT CHORUS**

Membership is open to all students. Students participate in the study and performance of varied repertoire of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit. 0-3-1\* (offered Fall & Winter terms)

**MUN 1420 WOODWIND ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the Classical Period through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\* (offered upon demand)

**MUN 1430 BRASS ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\* (offered upon demand)

**MUN 1440 PERCUSSION ENSEMBLE**

This course is open to all qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the Twentieth Century will be studied and performed. A number of instruments are available on loan from the College. This course may be repeated for credit. 0-2-1\* (offered upon demand)

**MUN 1492 GUITAR ENSEMBLE**

(Prerequisite: MVS 1116 and MVS 1117 or equivalent) This course is designed to give the student an opportunity to play in guitar ensembles ranging from duets to octets. The music will be taken from classical and jazz literature. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

**MUN 1710 JAZZ ENSEMBLE**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. 0-2-1\* (offered Fall, Winter & Spring terms)

**MUN 1720 PACESETTERS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition. 0-2-1\* (offered Fall & Winter terms)

**MUS 0010 RECITAL SEMINAR**

Music majors meet together one hour a week each semester to attend lectures, work-shops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation is a requirement of students enrolled in applied music courses. 1-0-0\* (offered Fall & Winter terms).

\*Lecture-Lab-Credit Hours

**MUS 1949 CO-OP: MUSIC I**

Co-op Education in music is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job music assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**MUS 2949 CO-OP: MUSIC II**

This is a continuation of MUS 1949. 1-10-3\*

**MUT 1001 FUNDAMENTALS OF MUSIC**

This is an introductory course in basic music skills for those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\* (offered Fall & Winter terms)

**MUT 1111 MUSIC THEORY I**

(Co-requisite: MUT 1241) This course includes a study of the melodic, harmonic and rhythmic elements of music through part writing and music analysis. The harmonic materials is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\* (offered Fall & Winter terms)

**MUT 1112 MUSIC THEORY II**

(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) This course is a continuation of MUT 1111, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\* (offered Winter & Spring terms)

**MUT 1241 EAR TRAINING & SIGHT SINGING I**

(Co-requisite: MUT 1111 or equivalent) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\* (offered Fall & Winter terms)

**MUT 1242 EAR TRAINING AND SIGHT SINGING II**

(Prerequisite: MUT 1241. Co-requisite: MUT 1112) This course is a continuation of MUT 1241. 0-2-1\* (offered Winter & Spring terms)

**MUT 1351 JAZZ ARRANGING I**

(Prerequisite: MUT 1111 or equivalent) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. 2-0-2\* (offered upon demand)

**MUT 1352 JAZZ ARRANGING II**

(Prerequisite: MUT 1351 or equivalent) This course is a continuation of MUT 1351. 2-0-2\* (offered upon demand)

**MUT 2116 MUSIC THEORY III**

(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) This course is a continuation of MUT 1112, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\* (offered Fall term)

**MUT 2117 MUSIC THEORY IV**

(Prerequisite: MUT 2116 or equivalent. Co-requisite: MUT 2247) This course is a continuation of MUT 2116, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of

the ninth, eleventh, and thirteenth and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\* (offered Winter term)

**MUT 2231 KEYBOARD HARMONY I**

(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\* (offered Fall term)

**MUT 2232 KEYBOARD HARMONY II**

(Prerequisite: MUT 2231 or equivalent) This course is a continuation of MUT 2231. 0-2-1\* (offered Winter term)

**MUT 2246 EAR TRAINING & SIGHT SINGING III**

(Prerequisite: MUT 1242. Co-requisite: MUT 2116) This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\* (offered Fall term)

**MUT 2247 EAR TRAINING & SIGHT SINGING IV**

(Prerequisite: MUT 2246. Co-requisite: MUT 2117) This course is a continuation of MUT 2246. 0-2-1\* (offered Winter term)

**MUT 2641 INSTRUMENTAL IMPROVISATION**

(Prerequisite: MUT 1001 or permission of instructor) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom. 0-2-1\* (offered upon demand)

**MVK 1111A CLASS INSTRUCTION — PIANO I**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\* (offered Fall & Winter terms, Spring term on demand)

**MVK 1111B CLASS INSTRUCTION — PIANO II**

(Prerequisite: MVK 1111A or equivalent) This course is a continuation of MVK 1111A. 0-2-1\* (offered Fall & Winter terms, Spring term on demand)

**MVK 2121A CLASS INSTRUCTION — PIANO III**

(Prerequisite: MVK 1111B) This course serves to further develop keyboard skills — technical facility, sight reading, harmonizing, transposing, and improvising. More advanced repertoire and ensemble playing will be included. 0-2-1\* (offered Fall & Winter terms)

**MVK 2121B CLASS INSTRUCTION — PIANO IV**

(Prerequisite: MVK 2121A or equivalent) This course is a continuation of MVK 2121A with special consideration given to preparing the students for the Upper Division Piano Proficiency Examination. 0-2-1\* (offered Fall & Winter terms)

**MVS 1116A CLASS INSTRUCTION — GUITAR I**

This course provides class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. 0-2-1\* (offered Fall & Winter terms)

**MVS 1116BN CLASS INSTRUCTION — GUITAR II**

This course is designed for the student who has an elementary playing facility on the guitar. Instruction is

given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. 0-2-1\* (offered on demand)

#### MVV 1111A CLASS INSTRUCTION — VOICE I

This course includes instruction in tone production, diction, music reading and repertory. Each student is given opportunity for individual aid. 0-2-1\* (offered Fall & Winter terms)

#### MVV 1111B CLASS INSTRUCTION — VOICE II

(Prerequisite: MVV 1111A or equivalent) This is a continuation of MVV 1111A. 0-2-1\* (offered on demand)

#### MUSIC-APPLIED-PRIVATE INSTRUCTION

##### Freshman Level

Please note that half-hour classes have been discontinued and replaced with one one-hour lesson weekly.

##### Brasses

MVB 1311	Trumpet	Keyboard	MVK 1311	Piano
MVB 1312	Horn		MVK 1313	Organ
MVB 1313	Trombone		MVK 1314	Jazz Piano
MVB 1314	Baritone Horn			
MVB 1315	Tuba	Percussion	MVP 1311	Percussion

##### Strings

MVS 1311	Violin	Voice	MVV 1311	Voice
MVS 1312	Viola			
MVS 1313	Cello			
MVS 1314	String Bass	Woodwinds	MVV 1311	Flute
MVS 1315	Harp		MVV 1312	Oboe
MVS 1316	Classical Guitar		MVV 1313	Clarinet
MVS 1317	Bass Guitar		MVV 1314	Bassoon
MVS 1318	Jazz Guitar		MVV 1315	Saxophone

##### (Sophomore Level)

##### Brasses

MVB 2321	Trumpet	Strings	MVS 2321	Violin
MVB 2322	Horn		MVS 2322	Viola
MVB 2323	Trombone		MVS 2323	Cello
MVB 2324	Baritone Horn		MVS 2324	String Bass
MVB 2325	Tuba		MVS 2325	Harp

##### Keyboard

MVK 2321	Piano	Woodwinds	MVV 2321	Flute
MVK 2323	Organ		MVV 2322	Oboe
MVK 2324	Jazz Piano		MVV 2323	Clarinet

##### Percussion

MVK 2321	Percussion	Woodwinds	MVV 2324	Bassoon
			MVV 2325	Saxophone

##### Voice

MVV 2321	Voice			
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#### NUR 1140 NURSING PHARMACOLOGY

(Prerequisite: CHM 1015, APB 1190, APB 1190L, APB 1191 and APB 1191L) Nursing Pharmacology is a 16-hour course which integrates the major body systems with applied pharmacotherapeutics. 1-0-1\* (offered Fall & Winter terms)

#### NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING

This course is designed as a transitional course for the practical nurse who is becoming a professional nurse, and encompasses the areas of communication, management, nursing process and role transition. 1-0-1\* (offered Fall & Winter terms)

#### NUR 1023C NURSING CONCEPTS (Fundamentals of Nursing)

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. Nursing Process is introduced with emphasis on patient assessment and the development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are introduced and applied. 3-9-6\* (offered Fall term)

#### NUR 1210C NURSING PROCESS I (Beginning Med-Surg.)

(Prerequisite: NUR 1023) This course, including the clinical component, introduces the student to medical/surgical nursing with emphasis on care of the patient experiencing the following: (a) surgery; (b) cardiovascular disorder; (c) respiratory; (d) male/female reproductive disorders; (e) eye/ear disorders; (f) hematologic disorders. 3-9-6\* (offered Winter term)

#### NUR 2130 HUMAN GROWTH AND DEVELOPMENT

Co- and/or prerequisite: PSY 2012) This course is designed to introduce the student to the principles and processes of normal growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. 3-0-3\*

#### NUR 2211C NURSING PROCESS 11-A (Chronic Med-Surg.)

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the problems and needs of clients with chronic illnesses. Emphasis is placed on identifying and meeting these needs utilizing the problem solving approach. Clinical experiences will be provided in a local hospital, home health agency, and an extended care facility to facilitate application of theory to practice and enable the student to see the role of the nurse in caring for the chronically ill client at various stages of illness/wellness and in different settings. 3-6-5\* (offered Spring, Fall & Winter terms)

#### NUR 2214C NURSING PROCESS II-D (Acute Med-Surg.)

(Prerequisite: NUR 1210C) Building on the prerequisite science and nursing courses, this course is concerned with more acute nursing problems. Clinical experience is planned so that the student will have opportunities to refine certain skills, and will also be expected to utilize past learning as she is challenged to increasingly use her own initiative in solving problems. The student is increasingly concerned with the multiplicity of interrelated factors in the patient's state of health as she is taught to plan for patient's discharge. 3-6-5\* (offered Spring, Fall & Winter terms)

#### NUR 2250C CORONARY CARE NURSING

This is a course for graduate nurses and involves the study of pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Resource people are used in areas of specialization. The course is approved by the Florida Heart Association and the stu-

dent receives a certificate upon successful completion. The student applies for the course by contacting the Heart Association of Palm Beach County. 4-6-6\* (offered Fall and Winter terms)

#### **NUR 2310C NURSING PROCESS II-C (Pediatric Nursing)**

(Prerequisite: NUR 1210C) This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 3-6-5\* (offered Spring, Fall & Winter terms)

#### **NUR 2421C NURSING PROCESS II-B (Nursing Care of Childbearing Family)**

(Prerequisite: NUR 1210C) A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the post-partum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 3-6-5\* (offered Spring, Fall & Winter terms)

#### **NUR 2520C NURSING PROCESS II-E (Psychiatric-Mental Health Nursing)**

(Prerequisite: NUR 1210C) This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurses' responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person are stressed. 3-6-5\* (offered Spring, Fall & Winter terms)

#### **NUR 2930 SPECIAL TOPICS IN NURSING**

(Prerequisite: Consent of instructor or program manager) This course will focus on advanced and/or specialized topics in nursing which would be of interest to graduate nurses employed by local health care agencies who need specialized instruction and/or skill training. This course may also be taken by nursing students who have special interests in the topics offered. Content of course will vary by topics. 1-6 credit hours.

#### **OCB 2013 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2013L) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-0-3\* (offered upon demand)

#### **OCB 2013L INTRODUCTION TO MARINE SCIENCE LABORATORY**

(Prerequisite: ZOO 1013 and ZOO 1013L; co-requisite: OCB 2013) Laboratory for OCB 2013. 0-2-1\* (offered upon demand)

#### **ORI 2000 ORAL INTERPRETATION OF LITERATURE**

This course emphasizes the basic principles of oral interpretation as applied to the interpretation of prose drama and poetry. Primarily it strives to teach the art of

communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\* (offered Fall & Winter terms)

#### **OST 1100 BEGINNING TYPEWRITING**

This course will cover Modules A, B, and C. In Module A, the student learns the keyboard. In Module B, the student learns vertical and horizontal centering, simple memoranda, personal and business letters. In Module C, the student learns to do tabulation, outlines, reports, and manuscripts with footnotes. 1-4-3\*

#### **OST 1108 TYPEWRITING (MODULE SYSTEM)**

All students taking typing at a campus using the module system will enroll in OST 1108. The course is divided into six modules — three each of Beginning and Intermediate. Students progress from one module to another as rapidly as they can. Grade and one hour credit is given for each module completed and is identified on the transcript by level. 1-4-3\*

#### **OST 1110 INTERMEDIATE TYPEWRITING**

(Prerequisite: OST 1100) This course covers Modules D, E, and F. In Module D, the student learns to do AMS letters, business letters with special features, and inter-office memoranda. In Module E, the student learns to do meeting agendas, news releases, meeting minutes, and labels with special features. In Module F, the student learns to do purchase orders, invoices, requisitions, bills of lading, reports, application letters, resumes, and financial statements. 1-4-3\*

#### **OST 1211 BEGINNING SHORTHAND**

(Co- or prerequisite: OST 1100 or the successful completion of a previous typing course). Basic principles of Century 21 Shorthand Theory and Practice (South-Western) are studied. A dictation skill of 45 to 70 words a minute is developed. 1-4-3\*

#### **OST 1212 DICTATION AND TRANSCRIPTION**

(Prerequisite: OST 1211 or equivalent and OST 1110 or equivalent) This course is a continuation of OST 1211. A dictation skill of 70 to 100 words a minute is developed on new-matter dictation, and transcription for mailability is emphasized. Gregg or Century 21 students who qualify may enroll in this class. 2-2-3\*

#### **OST 1330 BUSINESS ENGLISH**

(Prerequisite: Eligibility for ENC 1101) An intensive college course in grammar, with primary emphasis placed on sentence structure, punctuation, capitalization, and expression of numbers. 3-0-3\*

#### **OST 1711 INFORMATION PROCESSING I/APPLICATIONS**

This course introduces word processing technology and is designed to acquaint students with the basic operation and logic of the microprocessor. Basic Wordstar editing commands will be presented and emphasis will be placed on gaining proficiency in all phases of revising, storing, retrieving, and printing text. 2-2-3\*

#### **OST 2722 INFORMATION PROCESSING II/APPLICATIONS**

(Prerequisite: OST 1711) This is an individualized course in which students will complete assignments involving basic and advanced word processing techniques. Emphasis will be placed on developing the student's ability to make extensive text revisions quickly and efficiently. Cost effectiveness, as well as quality

\*Lecture-Lab-Credit Hours

and quantity control, will be studied. In addition to the Wordstar program, students will also learn to use Spellstar and Mailmerge. 2-2-3\*

### **OST 2771 INFORMATION PROCESSING III/SUPERVISION**

(Prerequisite: OST 2722) This course is a study of word processing as a system of processing communications more accurately at a faster speed and lower cost than is possible using traditional office methods. The use of modern equipment for editing, storing, retrieving and reproducing documents will be studied. Centralized and decentralized correspondence centers and administrative support groups will also be studied, along with new roles and organizational structures, to illustrate word processing workflow. 3-0-3\*

### **OST 1949 CO-OP: OFFICE EDUCATION I**

This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job office education assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### **OST 2253 LEGAL/MEDICAL DICTATION/TRANSCRIPTION**

(Prerequisite: OST 1110 and OST 1211 or equivalent) Dictation and transcription practice is given utilizing short cuts applicable to the special legal and medical fields. Legal and medical terminology are included. 2-2-3\*

### **OST 2335 BUSINESS COMMUNICATIONS**

(Prerequisite: OST 1330 or ENC 1102 and Beginning typing or its equivalent) The purpose of this course is to study correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. 3-0-3\*

### **OST 2401 CLERICAL OFFICE PRACTICE**

(Prerequisite: OST 1100) A comprehensive study of clerical office procedures. Units covered are: records management, travel, communications in the office, and use of the calculator. 3-0-3\*

### **OST 2402 SECRETARIAL OFFICE PROCEDURES**

(Prerequisite: OST 1110; co- or prerequisite OST 2335) This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course would be taken in the student's final semester. 3-0-3\*

### **OST 2601 MACHINE TRANSCRIPTION I**

(Co- or prerequisite: OST 1110 and OST 1330) This course is designed to develop the student's proficiency in transcribing pre-dictated material into mailable copy. 2-2-3\*

### **OST 2602 MACHINE TRANSCRIPTION II**

(Prerequisite: OST 2601 and OST 1110) The student will perfect his/her transcription skills acquired in Machine Transcription I. Emphasis will be placed on transcription speed and accuracy and the art of dictating. 2-2-3\*

### **OST 2949 CO-OP: OFFICE EDUCATION II**

This course is a continuation of OST 1949. 1-10-3\*

### **OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY**

(Co-requisite: OTH 1800) This course introduces the student to the field of occupational therapy; the history, philosophy, and underlying concepts of the profession. It also includes an introduction to basic medical terminology. The student will practice reporting skills and will become familiar with professional publications. Special attention will be given to the responsibilities of service delivery in a variety of settings. 3-0-3\* (offered Fall term)

### **OTH 1121 THERAPEUTIC MEDIA (For OTA only)**

This course provides opportunities for the student to acquire competence in the area of: skilled performance of minor craft activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials, and design and maintenance of activity files. Learning will be experiential, with demonstrations by the instructor involving student participation, student-instructed demonstrations and independent study projects. 1-2-2\* (offered Winter term)

### **OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: OTH 1001, OTH 1800, PSY 2112; co-requisite OTH 1802) This course provides the student with an understanding of occupational therapy as an evaluative and treatment process for mental illness. Material covered includes: review of mental health, abnormal psychology, past and current trends in service delivery. The student is introduced to activities therapy, models of treatment, the dyadic relationship and the group phenomena in O.T. A weekly lab gives the student the opportunity to experience and practice various group dynamics techniques. 2-2-3\* (offered Winter term)

### **OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY**

(Prerequisites: DEP 2102, OTH 1800C) The student will be introduced to the issues and concepts of O.T. in a pediatric setting with special emphasis upon the role of a C.O.T.A. in a school setting. Areas of study will include developmental stages, developmental tasks, the role of play in a child's world, needs of exceptional children, sensory integration, the role of O.T. in pediatrics (tools of the profession) and identifying O.T. goals of treatment. Weekly experiences in pediatric facilities will be coordinated with class work. 2-2-3\* (offered Fall term)

### **OTH 1800 OCCUPATIONAL THERAPY PRACTICUM I**

(Co-requisite: OTH 1001) This course provides weekly field trips to local occupational therapy departments and two months experience as a volunteer in nursing home activity programs and preschool programs for mentally retarded children, as well as several assignments of observation of acute care treatment being provided by registered occupational therapists. Weekly lectures provide information on adult growth and development, gerontology and the role of the COTA in activity programs. 1-3-2\* (offered Fall term)

### **OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II**

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) This course is presented in two segments. First the student will work as a volunteer with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), the student will gain experience in patient contact, professionalism, and observation/reporting skills. The other segment requires classroom reporting of the experience. 0-3-1\* (offered Fall term)

\* Lecture-Lab-Credit Hours

## **OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB**

(Co-requisite: OTH 2420; Prerequisites: OTH 1001, OTH 1800) This course provides instruction in activities of daily living for the disabled, introduction to splinting and bracing with emphasis on purpose, proper application and daily care, development and use of forms and records, muscle testing, measuring joint range of motion, acquisition and use of equipment and materials, care of supplies and analysis of activities for use in rehabilitation. 1-4-3\* (offered Fall term)

## **OTH 2410 INTRODUCTION TO HUMAN DISEASE**

(Prerequisites: OTH 1001, OTH 1800, APB 1190, APB 1190L) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\* (offered Winter term)

## **OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED**

(Prerequisites: OTH 1001, OTH 1800, OTH 2410, OTH 1121, DEP 2102) This course covers the occupational therapy treatment methods for the general medical, chronic degenerative and traumatic conditions commonly seen in occupational therapy clinics. The student will also have the opportunity to plan and carry out a professional oral report. 3-0-3\* (offered Fall term)

## **OTH 2840 SUPERVISED CLINICAL PRACTICE**

(Prerequisites: All OTH courses) This course requires full-time field work for six weeks in an O.T. treatment program. The student gains clinical experience working with patients under the supervision of a Registered Occupational Therapist. The student adheres to all the policies and regulations of the clinic. 0-15-5\* (offered Winter term)

## **OTH 2841 SUPERVISED CLINICAL PRACTICE II**

(Prerequisite: OTH 2840) This course requires full-time field work for six weeks in an O.T. treatment program with a diagnostic group other than that chosen for OTH 2840. 0-15-5\* (offered Winter term)

## **OTH 2933 SEMINAR FOR CLINICAL PRACTICE**

(Co-requisite: OTH 2840, OTH 2841) This course meets once a month in a half-day seminar in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, to give professional case study reports (1 per assignment), and to complete necessary preparation for the National Certification Examination. The Student will also independently arrange three field trips during non-assigned clinic time. 1-0-1\* (offered Winter term)

## **PAD 1002 INTRODUCTION TO PUBLIC ADMINISTRATION**

The basis of administration and administrative decision making. A general study of organizational structure and processes: the division of work, authority, status systems, communication and control. Relation of policy to administration. 3-0-3\*

## **PAD 1416 LOCAL PERSONNEL ADMINISTRATION**

Examination of recruitment, examination, and promotion procedures for public service personnel. The relationship of formal and informal communication processes in lower administrative echelons as they bear on the formulation and implementation of personnel policies. 3-0-3\*

## **PAD 1802 MANAGEMENT PRACTICES IN LOCAL GOVERNMENT**

Designed to give an overview of major objectives, methods and procedures in each of the "line activities" of small municipal governments, with emphasis on the staff aspects of the chief administrator such as: planning, financing, personnel, trend analysis and public relations. 3-0-3\*

## **PAD 2200 FINANCE IN LOCAL GOVERNMENT**

This course is designed to study local government financial processes. These include revenue and expenditures. The emphasis will be on budgeting, purchasing, service charge administration and intra-government financial programs. 3-0-3\*

## **PAD 2412 SUPERVISORY METHODS IN PUBLIC ADMINISTRATION**

A program designed for supervisors and administrators stressing leadership and human relations. The thrust of the course is aimed at the creation and maintenance of a climate of participation based on communication and effective leadership. 3-0-3\*

## **PAD 2845 ELEMENTS OF PUBLIC WORKS ADMINISTRATION**

This course is designed to relate public works to other municipal functions on a basis of measured achievement in areas of personnel, vehicle maintenance, sewage, cost accounting. The impact of public works on ecology, zoning, density and financing as considered from the view of the administrator. 3-0-3\*

## **PCB 2063 GENETICS**

(Prerequisite: BSC 1010) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3 (offered Winter term)

## **PCB 2063L EXPERIMENTS IN GENETICS**

(Co- or prerequisite: PCB 2063) The work consists of experimental determination of various genetic ratios mainly by the computer simulation, techniques and instruction. 0-2-1\* (offered Winter term)

## **GENERAL PHYSICAL EDUCATION**

### **PEL 1011 TEAM ACTIVITIES**

Provision is made in this course for a general review of a variety of team activities. Skills, Strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\* (offered Fall term)

### **PEL 1211 SOFTBALL**

This course includes skills, strategy, and application of rules for softball with opportunity given for development of officiating techniques. 0-2-1\* (offered Fall & Winter terms)

### **PEL 1321 VOLLEYBALL**

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\* (offered Fall & Winter terms)

### **PEL 1346 BADMINTON**

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\* (offered Fall & Winter terms)

\*Lecture-Lab-Credit Hours

**PEL 1441 RACQUETBALL**

This course is designed to provide the student with basic skills, technique, knowledge, strategy, and application of rules in racquetball. 0-2-1\* (offered Fall & Winter terms)

**PEL 1621 BASKETBALL**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usages. 0-2-1\* (offered Fall term)

**PEL 2041 RECREATIONAL GAMES**

This course offers activities of a recreational nature with emphasis on participation in table tennis, deck tennis frisbee, and other activities subject to staff approval. 0-2-1\* (offered Fall & Winter terms)

**PEL 2111 BOWLING**

This course includes the theory, the application and the practice of basic skills in bowling. 0-2-1\* (See Fee Schedule) (offered Fall & Winter terms)

**PEL 2121 GOLF**

This class is designed to offer instruction in the fundamental skills and the application of the rules of golf. 0-2-1\* (offered Fall, Winter & Spring terms)

**PEL 2141 ARCHERY**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\* (offered Fall, Winter & Spring terms)

**PEL 2341 BEGINNING TENNIS**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\* (offered Fall, Winter & Spring terms)

**PEL 2342 INTERMEDIATE TENNIS**

(Prerequisite: PEL 2341 or consent of instructor) This course is designed for the more advanced tennis student to pursue application of tennis skills by a combination of learning analyzations, strategies, and progressions of skills development. 0-2-1\* (offered Fall & Winter terms)

**PEM 1104 PHYSICAL FITNESS**

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness. 0-2-1\* (offered Fall & Winter terms)

**PEM 1116 SLIMNASTICS**

A basic course in the rhythmic movement of the large muscles, designed to enhance the muscle tone and flexibility of the body. 0-2-1\* (offered Fall & Winter terms)

**PEM 1146 JOGGING**

This course is for the purpose of giving the student some practical guidelines to becoming a jogger with each individual starting on his/her own program. 0-2-1\*

**PEM 1152 PHYSICAL FITNESS II**

(Prerequisite: PEM 1100) This course is designed to acquaint the student with the six aspects of skill-related fitness. It will include activities for the development of balance, agility, coordination, speed, power, and reaction time. 0-2-1\* (offered Fall & Winter terms)

**PEM 1201 GYMNASTICS**

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided

for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\* (offered Fall & Winter terms)

**PEM 2405 SELF-DEFENSE**

Designed to develop self-confidence and abilities for self-defense in the event of an attack upon the person. Skills developed in use of personal means of defense, includes instruction in crime prevention by safeguarding person and property through awareness. 0-2-1\* (offered Fall, Winter & Spring terms)

**PEN 1231 BASIC SAILING**

The purpose of this course is to provide a basic understanding of sailing, sail boats, sailing, skills, and water safety. 0-2-1\*

**PEN 2113 LIFESAVING**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Lifesaving Certificate. 0-2-1\* (offered Winter term — see fee schedule)

**PEN 2122 SWIMMING AND DIVING**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* (offered Fall & Winter terms — see fee schedule)

**PEN 2136 SCUBA DIVING**

This course is designed to provide the student with the knowledge and skills required for scuba diving. Certification cards will be issued upon successful completion of the course. 0-2-1\* (offered Fall & Winter terms)

**PEN 2251 CANOEING**

This course will provide the opportunity for students to acquire the knowledge and necessary skills to be able to safely navigate a canoe. 0-2-1\*

**PRE-PROFESSIONAL PHYSICAL EDUCATION**

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**NOTE:** Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

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**PEO 1121 FUNDAMENTALS OF GOLF**

This course is for the prospective physical education teacher and it provides the student with the basic skills and progressions in golf. It should be taken concurrently with PEO 1141. 1-0-1\*

**PEO 1141 FUNDAMENTALS OF ARCHERY**

This course is for the prospective physical education teacher and it provides the student with the basic skills and progressions in archery. It should be taken concurrently with PEO 1121. 1-0-1\*

**PEO 1323 VOLLEYBALL: FUNDAMENTALS AND OFFICIATING**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in playing and officiating volleyball. 2-2-3\*

**PEO 1510 FUNDAMENTALS OF SOCCER**

This course is for the prospective physical education teacher. It is designed to provide the student with the basic skills, strategies, and progressions in soccer. 1-2-2\*

**PEO 2351 FUNDAMENTALS OF RACQUET SPORTS**

This course is for the prospective physical education teacher and is designed to give the student knowledge and skills in tennis, racquetball, and badminton. 2-2-3\*

**PEO 2623 FUNDAMENTALS OF BASKETBALL**

This course is for the prospective physical education teacher. It is designed to give the student knowledge and skills in basketball. 1-2-2\*

**PEP 1201 FUNDAMENTALS OF STUNTS, TUMBLING, AND GYMNASTICS**

This course is for the prospective physical education teacher. It is designed to give the student self-confidence, knowledge, and skills in acrobatic stunts, tumbling and gymnastics. 2-2-3\*

**PEP 2101 ESSENTIALS OF FITNESS**

This course is for the prospective physical education teacher and is designed to give a fundamental knowledge of physical fitness, fitness evaluation, and program planning. Each student will be required to learn the basic techniques of and be certified in CPR. 3-0-3\*

**PEQ 2115 WATER SAFETY INSTRUCTOR**

(Prerequisite: PEN 2113) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\* (offered Winter term)

**PET 2000 INTRODUCTION TO PHYSICAL EDUCATION**

This course is for the prospective physical education teacher and is an introduction to physical education and related areas, including program, training and professional opportunities. 3-0-3\* (offered Fall & winter terms)

**PGY 1101 INTRODUCTION TO PHOTOGRAPHY\*\***

This is an introduction to black and white photography. The camera's construction and operation is explained. Emphasis is on printing and darkroom procedures. 1-3-2\* (offered Fall & Winter terms)

**PGY 1105 ZONE SYSTEM**

(Prerequisite: PGY 1101C or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. 3-0-2\*

**PGY 1110 COLOR PRINTING I**

(Prerequisite: ART PGY 1101C or proof of capability in darkroom) This course is completed by the use of the additive system of exposure. A detailed instruction on how to mix and use color chemistry is given, along with color theory. 2-2-3\*

**PGY 1111 COLOR PRINTING II**

(Prerequisite: PGY 1110) This course is continued from Color Printing I, using the addition system of exposure. The study of color balance with color measurement in lab assignments is covered. 2-2-3\*

**PGY 1265 PHOTO MATERIALS AND PROCESSES I**

(Prerequisite: PGY 1101C) This course covers the basics in sensitometry and densitometry. Film sensitivity and measurement of density in relationship to development studied. 2-0-2\*

**PGY 1266 PHOTO MATERIALS AND PROCESSES II**

(Prerequisite: PGY 1265) This section of Photo Materials and Processes is involved in the basics of photo chemistry and the applications of it. This is an aid in gaining control of the photo medium. 2-0-2\*

**PGY 2109 FINE PRINT**

(Prerequisite: PGY 1101C and PGY 1105) A comprehensive course on how to make a photographic print and obtain the desired qualities a photographer would want in a picture. Methods of stabilizing the print is covered. 3-0-2\*

**PGY 2116 DYE-TRANSFER PHOTOGRAPHY**

(Prerequisites: ART 1201, ART 1300 and PGY 1101C) An introductory course in the making of photographic color prints by transferring dyes from matrices to mordant coated paper. Students learn darkroom techniques of color filtering, density control and color balance. There will be a study of dye transfer as it relates to commercial photography and photography as a fine art. 1-4-3\* (offered Fall term)

**PGY 2221C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY\*\* (may be repeated one time)**

(Prerequisites: ART 1201, ART 1300 and PGY 1101C) A continuation of PGY 2440C, this course will emphasize portrait, product, and experimental photography while continuing the photography major's personal approach to his work. 1-4-3\* (offered Fall & Winter terms)

**PGY 2440C EXPERIMENTAL PHOTOGRAPHY\*\* (May be repeated one time)**

(Prerequisites: ART 1201, ART 1300 and PGY 1101C) A course designed for the art or photography. This course explores the visual elements and principles of design in a photographic way. Emphasis is placed on image and content. Concepts, various light sensitive materials, and technical aspects are explored. 1-4-3\* (offered Fall & Winter terms)

**PHI 1000 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion, and socio-political development. 3-0-3\* (offered Fall, Winter & Spring terms)

**PHI 1100 THE ART OF THINKING (Taught in Communications Department)**

The principal objects of this course are to help the student think with more accuracy, clarity and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\* (offered Fall & Winter terms)

**PHI 1600 ETHICS (Taught in Social Science Department)**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and goals that are worth seeking in human life, using ethics as a science of conduct. 3-0-3\* (offered Winter term)

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I**

(Co-requisite: MAC 2311 and PHY 2048L) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and science. Topics included are: vector manipulation, stat-

\*Lecture-Lab-Credit Hours

\*\*Students in all photography courses will be required to furnish film, film developer, photograph paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM).

ics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases, and thermo-dynamics. 4-0-4\* (offered Fall, Winter & Spring terms)

#### **PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY**

The laboratory portion of the courses, PHY 2053 and PHY 2048. It introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data and laboratory methods. 0-2-1\* (offered Fall, Winter & Spring terms)

#### **PHY 2049 GENERAL PHYSICS WITH CALCULUS II**

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. 4-0-4\* (offered Fall, Winter & Summer terms)

#### **PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY**

The laboratory portion of the course PHY 2054 and 2049. It is designed to illustrate various phenomena discussed in the lectures. 0-2-1\* (offered Fall, Winter & Summer terms)

#### **PHY 2053 GENERAL PHYSICS I**

(Prerequisite: MAC 1104; co-requisite: PHY 2048L) This course is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PHY 2054. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion translation and rotation, energy, heat, work thermal concepts and laws of physics with particular attention to application to the environment and daily experience of the average person. (Laboratory, PHY 2048L) 3-0-3\* (offered Fall, Winter & Spring terms)

#### **PHY 2054 GENERAL PHYSICS II**

(Prerequisites: PHY 2053 and PHY 2048L; co-requisite: PHY 2049L) This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (Laboratory PHY 2049L) 3-0-3\* (offered Fall, Winter & Summer terms)

#### **POS 1001 INTRODUCTION TO POLITICAL SCIENCE**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\* (offered all terms)

#### **POS 2041 AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and so-

cial opinion and other forces which influence the process of government. 3-0-3\* (offered Fall, Winter & Spring terms)

#### **POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States; this course emphasizes the role of the national administration, our federal system as it relates to state government, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\* (offered Fall & Winter terms)

#### **PSC 1341 INTRODUCTION TO PHYSICS AND CHEMISTRY**

(Prerequisite: MGF 1120 or adequate score on placement test) Survey of Physical Science is not a prerequisite for this course. This course is a study of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-0-3\* (offered Fall, Winter & Summer terms)

#### **PSC 1341L PHYSICAL SCIENCE LABORATORY**

(Co- or prerequisite: PSC 1341) The laboratory is a combination of individual work by the student, lecture demonstration by the instructor (for those experiments where advanced operational techniques are necessary for the student, if he is to verify the agreement between theory and practice), and students working together in groups on certain basic principles experiments which involve introductory chemical and physical principles. 0-2-1\* (offered Fall, Winter & Summer terms)

#### **PSC 1513 SURVEY OF PHYSICAL SCIENCE**

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\* (offered all terms)

#### **PSY 2012 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group difference, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\* (offered all terms)

#### **REA 1001 COLLEGE PREPARATORY READING — LEVEL I\*\***

This developmental reading course is designed for students whose placement test scores indicate the need for intensive training in basic reading skills. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon literal reading skills.) Students passing this course are required to enroll in REA 1002. College preparatory credit. Graded Passing or Not Passing (P-N). Six contact hours per week. (offered all terms)

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

**REA 1002 COLLEGE PREPARATORY READING — LEVEL II\*\***

This course emphasize a higher level of reading skills than that presented in REA 1001. Major topics include vocabulary, comprehension, speed of comprehension, and reading-study skills. (Emphasis is placed upon critical reading skills.) College preparatory credit. Graded Passing or Not Passing (P-N). Three contact hours per week. (offered all terms)

**REA 1205 ACCELERATED READING**

(Prerequisite: Adequate reading comprehension must be demonstrated by a G.E. (Grade Equivalent) of at least 12.0 on the comprehension section of an approved standardized test. The test will be administered during the first class meeting.) This advanced reading course is designed to help students achieve a higher level of reading speed and comprehension. Group discussion and activities will be supplemented by individual laboratory practice. 3-0-3\*

**REA 2930 SPECIAL TOPICS IN READING**

(Prerequisite: Successful completion of REA 1002 or a grade level equivalent of at least 10.5 in Reading Comprehension) This advanced reading course emphasizes a higher level of reading skills than those presented in REA 1002. Emphasis is placed upon the application level of skills acquired. Major topics include library skills, vocabulary, comprehension, and speed of comprehension. Students meet in the CPI Lab for small group instruction and laboratory practice. 3-0-3\*

**RED 1219 PHONICS FOR TEACHERS**

This course is designed to develop basic phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

**REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES — FREC I**

A study of the basic principles, practices and theories of real property, its economic value, legal implication, and relationship to the salesperson and broker. Includes a study of Florida Real Estate License Law. Successful completion required by Florida Real Estate Commission prior to filing application for state license examination for salesperson. 4-0-4\*

**REE 1100 REAL ESTATE APPRAISAL I**

(Prerequisite: REE 1000 or consent of instructor) The appraisal process will be examined and applied in an analytic approach to determine residential property value on a cost, market and income basis. Consideration will be directed to such factors as neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. 3-0-3

**REE 1200 REAL ESTATE FINANCE**

(Prerequisite: REE 1000 or consent of instructor) A study of financial analysis, development financing, land acquisition, and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings, industrial plants and rental apartment building will be covered. Loan contracts, mortgage analysis, governmental agencies and public policies will be reviewed. 3-0-3\*

**REE 1949 CO-OP: REAL ESTATE I**

(Prerequisite: REE 100 or consent of instructor) This is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job real estate assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**REE 2220 REAL ESTATE FOR BANKERS**

This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. An introduction to the vocabulary of real estate serves as the starting point for consideration of individual topics such as the source of mortgage credit, federal assistance in the mortgage market, and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers. The analysis of mortgage credit, as well as the policies related to collection, are also covered, as are the administration of a bank's mortgage portfolio and the analysis of real estate investment yields. 3-0-3\*

**REE 2440 ABSTRACTS AND TITLES I**

This course shall include a study of: History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. 3-0-3\* (offered Fall & Winter terms)

**REE 2441 ABSTRACTS AND TITLES II**

(Prerequisite: REE 2440) This course shall be an intermediate level study relating to title matters, especially appropriate to Palm Beach County. Emphasis will be placed on three areas: (1) Land title description in detail; (2) Title examination and legal interpretations leading toward issuance of title insurance; (3) Title insurance, escrows and closings. (Available for students who have completed Abstracts and Titles I, or those whose experience meets with the approval of the instructor.) 3-0-3\* (offered on demand)

**REE 2801 REAL ESTATE PRINCIPLES AND PRACTICES — FREC II**

(Prerequisite: active holder of Florida Real Estate Salesman's license for at least 6 months) A comprehensive course covering fields of study and materials required by the Florida Real Estate Commission to qualify for the Florida State Real Estate Broker's license. Applications must be approved before students are admitted to the course. 4-0-4\* (offered all terms)

**REE 2949 CO-OP: REAL ESTATE II**

This course is a continuation of REE 1949. 1-10-3\*

**REL 1210 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding people through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\*

\*Lecture-Lab-Credit Hours

\*\*This course is required of all students entering the college with test scores indicating a need for developmental work, before embarking on the college-level curriculum.

## **REL 1243 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study. 3-0-3\* (offered Fall & Winter terms)

## **REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\* (offered Winter term)

## **RMI 1521 GENERAL PRINCIPLES OF INSURANCE INS-21**

A study of basic principles that underlie the entire field of insurance as well as the nature and operation of the insurance business. This course is the equivalent of the course listed as INS 21 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

### **Examinations for Licensure:**

Students who give evidence of successful mastery of concepts presented in RMI 1015 should be prepared to sit for the following license exams:

- 2-10 Ordinary Combination Life Including Disability
- 2-12 Fraternal Benefit
- 2-13 Industrial Life Including Disability
- 2-14 Ordinary-Variable Annuity
- 2-16 Ordinary Life
- 2-18 Ordinary Life Including Disability
- 2-21 Motor Vehicle Physical Damage

## **RMI 1522 PROPERTY INSURANCE INS-22\*\***

(Prerequisite: RMI 1015 or consent of Instructor) A study of coverages, policy provisions, and concepts common to property insurance, including the standard fire policy, extended coverage endorsement, dwelling forms, crime insurance, business interruption forms, inland and ocean marine coverages, and the property coverages of various personal and commercial multiple-line contracts. This course is the equivalent of the course listed as INS 22 in the Insurance Institute of America (IIA) catalog. 3-0-3\*

## **RMI 1523 CASUALTY INSURANCE INS-23**

(Prerequisite: RMI 1015 or consent of instructor) A study of coverages, policy provisions, and concepts to liability insurance policies, suretyship, the liability insurance aspects of multi-line contracts, and life, health, and social coverages. 3-0-3\*

## **RMI 1535 PRINCIPLES OF INSURANCE PRODUCTION PRO-81\*\***

This course provides a comprehensive study of the insurance sales process with special attention given to important personal and commercial lines insurance contracts and coverages. Emphasis is placed on a "needs" approach to selling the most up-to-date policies and on developing a programmed portfolio of interrelated insurance coverages. A combination of coverage analysis and case studies of factual situa-

tions is used to illustrate needs and uses. Risk management as a selling tool is presented. 3-0-3\*

## **RMI 1536 MULTIPLE LINES INSURANCE PRODUCTION PRO-82\*\***

This course is an introduction to commercial insurance contracts and coverages applicable to businesses and institutional enterprises. Emphasis is placed on selling broad multi-period package policies and important specialty lines of insurance. The practice of identifying commercial account sales opportunities is developed by using case studies of various businesses. 3-0-3\*

## **RMI 2537 MARKETING AND AGENCY OPERATIONS PRO-83\*\***

This course is an overview of the functional areas of general agency operations. Topics studied include: selecting, training, and retaining sales personnel; developing and implementing a marketing plan; understanding functional operations — sales, personnel administration, record keeping, accounting and finance, dealing with insurance companies, promoting personal and agency growth through the development of sales, time and control plans. 3-0-3\*

## **RTE 1401C RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

a. **Professional Ethics** — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a paramedical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

b. **Darkroom Chemistry and Technique** — the objective course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

c. **Principles of Radiographic Exposure I** — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

d. **Radiographic Positioning I** — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.

e. **Film Critique I, II, III, and IV** — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

## **RTE 1800L APPLIED RADIOLOGICAL TECHNIQUE I**

## **RTE 1402C RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes the positioning of the patient,

\*Lecture-Lab-Credit Hours

\*\*Successful completion of Pro-81, 82, 83 earns the "Accredited Insurance Advisor."

radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

a. **Radiographic Positioning II** — to give the student instruction in the more difficult and radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.

b. **Principles of Radiographic Exposure II** — to give the student instruction in the use of cones, diaphragms, collimators, filters, grid screens, and film and the effect each has on the radiograph.

c. **Common Procedures Using Contrast Media** — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used and the reactions and contradictions of these media.

d. **Nursing Procedures** — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.

e. **Pediatric Radiography** — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

### RTE 1810L APPLIED RADIOGRAPHIC TECHNIQUE III

### RTE 2403C RADIOLOGICAL TECHNIQUES III

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special protection, special radiographic procedures, and film critique.

a. **Radiographic Positioning III** — to positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.

b. **Principles of Radiographic Exposure III** — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and exposure factors.

c. **Radiation Protection** — this course provides instruction as to the various ways and means of protecting that part of the patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.

d. **Special Procedure** — to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

### RTE 2404C RADIOLOGICAL TECHNIQUE IV

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

a. **Radiation Therapy and Nuclear Medicine** — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

b. **Intraoral Radiology** — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.

c. **Equipment Maintenance** — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function in the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

d. **Departmental Administration** — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental intra- and inter-departmental relationships such as those pertaining to attitudes and policies relative to personnel management.

e. to acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

### RTE 2840L APPLIED RADIOLOGICAL TECHNIQUE IV

### RTE 2950L APPLIED RADIOLOGICAL TECHNIQUE III

### RTE 2860L APPLIED RADIOLOGICAL TECHNIQUE V

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques. Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

### RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION

Principles of television studio practice and successful programming. Instruction and demonstrations in the basic skills and performance techniques for television. 3-0-3\* (offered Fall & Winter terms)

### SLS 1211 OPTIMAL SELF-DEVELOPMENT

This course is designed to provide the student with information about theories of optimal self-development and methods for achieving this goal. The self-directed activities provide an opportunity for self-understanding and for initiating a personally chosen self-change. 3-0-3\*

### SLS 1301 CAREER DEVELOPMENT

This course is designed to instruct students in decision-making, career planning, and academic survival skills, Personality variables (interests, values, and aptitudes), employability skills, job search planning, career explo-

\*Lecture-Lab-Credit Hours

## **SUR 1100 BASIC SURVEYING**

(Co-requisite: MTB 1321) A study of the elementary theory and practice of plane surveying including taping, differential leveling, angle measurements, stadia, note reduction, traverse closure and associated computation. 2-2-3\* (offered Fall & winter terms)

## **SUR 2101 SURVEYING I**

(Co-requisite: MTB 1322) This course includes field measurement techniques, taping corrections, angles by repetition, differential leveling, note reduction, instrument adjustments, traverse closure and area computation. 2-4-4\* (offered Fall & Winter terms)

## **SUR 2201C SURVEYING III**

(Prerequisite: SUR 2101, MTB 1322) This course is a study of elements of route surveying and design; transportation systems; reconnaissance; preliminary location surveys; circular curves, vertical curves; spirals; earthwork; mass diagram; superelevation; and sight distances. 3-4-4\* (offered Winter term)

## **SUR 2300C TOPOGRAPHY AND MAPPING**

(Prerequisite: SUR 2101 and ETD 2121C or suitable experience) A study of the field and drafting techniques of map construction; control surveys; detail surveys; transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross section field work and drafting; earthwork computations; and map reproduction techniques. 2-3-3\* (offered Fall term)

## **SUR 2330 PHOTOGRAHMETRY**

(Prerequisite: SUR 2101 or suitable experience) A study of the geometrical characteristics of photographs and photogrammetric equipment; flight planning and control; photogrammetric measurements; land use and land planning; applications. 3-0-3\* (offered Fall term)

## **SUR 2400 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: SUR 2101 or suitable experience) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions; property transfer; resurveys; subdivision plats; surveyor in court; and water boundaries. 3-0-3\* (offered Fall term)

## **SUR 2402 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: SUR 2400 and SUR 2610C or suitable experience) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lots and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys (including all associated computations) 3-0-3\* (offered Winter term)

## **SUR 2460 SUBDIVISIONS**

(Co- or prerequisite: ETD 2121C and SUR 2201C or suitable experience) A study of plat construction from tract description to final record plat, plat drafting; necessary computations; lettering; meaning of legal parts; and current plat laws and regulations. 3-0-3\* (offered Winter term)

## **SUR 2500 ELECTRONIC AND GEODETIC SURVEYING**

(Prerequisite: SUR 2610C) This course consists of: EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory, and applications. 2-4-4\* (offered Winter term)

## **SUR 2610C SURVEYING II**

(Prerequisite: SUR 2101, MTB 1322) Errors and error analysis; precision specifications design; traverse computations; adjustment methods; area; missing elements; line and curve intersections; precise leveling; angle and distance measurements. 2-4-4\* (offered Fall term)

## **SYG 1012 INTRODUCTION TO GLOBAL STUDIES**

This course introduces the student to the realities of current global problems; changing demographic patterns, food and energy resources, the structure of international relations with an emphasis on the development and encouragement of a global perspective on the part of a sophisticated citizenry for an age of interdependence. 3-0-3\*

## **SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES**

This course introduces the student to the various disciplines of the social sciences which are interrelated and do not exist as distinct entities. The forces and factors that produce patterns of human interrelationships are examined with special emphasis on such basic institutions as the family, school, church and business. An underlying emphasis in the course is the meaningful significance of ongoing human culture. 3-0-3\* (offered all terms)

## **SYG 2000 INTRODUCTION TO SOCIOLOGY**

(Prerequisite: SYG 1440 or permission of department chairperson). This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\* (offered Fall, Winter & Spring terms)

## **SYG 2010 AMERICAN SOCIAL PROBLEMS**

(Prerequisite: SYG 1440 or permission of the department chairperson) This course explores some of the major social problems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\* (offered Fall, Winter & Spring term)

## **SYG 2340 LIFE STYLES AND FAMILY RELATIONSHIPS**

A functional course designed to examine the interrelationships between the biological, sociopsychological and cultural aspects of human sexual behavior and how changing sexual attitudes and behavior are related to social change in general. Emphasis is placed upon the changing contemporary factors related to development and expression of the varieties of human intimacy, patterns of attraction and living arrangements, both in and out of marriage and family contest. 3-0-3\* (offered Fall, Winter & Spring terms)

## **SYG 2361 DEATH AND DYING**

This course focuses on the various issues and complex problems associated with death and dying resulting from changes in society itself. It encompasses a full range of topics, from grief, funeral practices, and widowhood to suicide, life beyond death, and the moral and ethical issues related to this subject of universal, compelling interest. 3-0-3\*

ration, communication skills, and study and test-taking skills are studied from a personalized perspective with built-in experiential exercises, such as direct experiences with DISCOVER, a computerized career guidance system. 3-0-3\* (offered Fall & Winter terms)

### SLS 1501 COLLEGE SURVIVAL SKILLS

This course is designed to assist students in developing and improving notetaking, test taking and study skills. Time management and stress management and stress management techniques will also be covered, as well as methods to reduce test anxiety. Students will assess and examine their individual learning styles and will learn how to adjust their methods of learning and study habits to accommodate their preference and weaknesses. 1-0-1\* (offered all terms)

### SOP 2740 FEMINIST PSYCHOLOGY

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, men's liberation, and the women's movement. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth. 3-0-3\* (offered Fall & Winter terms)

### SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION

This course introduces the students to the communication skills needed in one-on-one relationships. Topics included are perception, self-awareness, conflict, and listening. The emphasis is on student awareness of communication problems and skills in relationships. Many experiential activities are included. 3-0-3\*

### SPC 1600 FUNDAMENTALS OF SPEECH\*\*

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. (offered all terms) 3-0-3\*  
Written work: 1,000 words.

### SPC 1601 PUBLIC SPEAKING

(Prerequisite: SPC 1600 or equivalent or permission of the Division Chairperson) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\* (offered Winter term)

### SPN 1100 ELEMENTARY SPANISH I

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and cultures of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

### SPN 1101 ELEMENTARY SPANISH II

(Prerequisite: SPN 1100 or equivalent) The course is a continuation of SPN 1100. The objectives are to con-

tinue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-0-3\* (offered all terms)

### SPN 2200 INTERMEDIATE SPANISH I

(Prerequisite: SPN 1101 or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\* (offered Fall term)

### SPN 2201 INTERMEDIATE SPANISH II

(Prerequisite: SPN 2200 or equivalent) The course is a continuation of SPN 2200. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\* (offered Winter term)

### SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I

(Prerequisite: SPN 1101 or equivalent) This course is designed to provide the student with the necessary skills to converse in the language. Short dialogs and readings based on daily living experiences will serve as topics for discussion and conversation in Spanish. Intensive oral practice is emphasized. 3-0-3\* (offered Fall term)

### SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II

(Prerequisite: SPN 2240 or equivalent) This course is a continuation of SPN 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice is emphasized. 3-0-3\* (offered Winter term)

### SSI 1949 CO-OP: SOCIAL SCIENCE TRAINING

Co-Op Education in Social Science is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job social science assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

### SSI 2949 CO-OP: SOCIAL SCIENCE TRAINING II

This is a continuation of SSI 1949. 1-10-3\*

### STA 2014 STATISTICS

(Prerequisite: MAT 1033 or equivalent OR permission of Mathematics Department Chairperson) This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\* (offered Fall, Winter & Spring terms)

\*Lecture-Lab-Credit Hours

\*\*This course meets State Board of Education Rule 6A-10.30, Writing Skills.

**SYG 2950 TRAVEL/STUDY: BRITISH SOCIOLOGY(1)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on one of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 3-0-3\* (offered Summer term)

**SYG 2951 TRAVEL/STUDY: BRITISH SOCIOLOGY(2)**

From a variety of offerings, the student may choose lectures at Cambridge University, England, on two of the following: British Life and Institutions I, II, III, or IV; the United Kingdom Economy I and II; All British Society., Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics — A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. 6-0-6\* (offered Summer term)

**TAX 2000 INTRODUCTION TO BUSINESS TAXES I**

(Prerequisite: ACG 2011) An introductory course in federal, state and local business taxes designed for students desiring an Associate in Science degree in Accounting Technology. Preparation of individual federal income tax returns and tax planning for the individual are emphasized. May not be transferable to a senior institution. 3-0-3\*

**TAX 2010 BUSINESS TAXATION II**

(Prerequisite: TAX 2000 or equivalent) This course is a continuation of TAX 2000, with primary focus on corporate income taxes. It will also include taxation of partnerships, estates and trusts, and practice before the Internal Revenue Service. May not be transferable to a senior institution. 3-0-3\*

**THE 1000 INTRODUCTION TO THE THEATER**

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\* (offered Fall term)

**THE 1020 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\* (offered Winter term)

**THE 1949 CO-OP: THEATER I**

Co-op Education in Theater is a coordinated work-study program which reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job theater assignment. The student is then evaluated by

the teacher-coordinator and the immediate supervisor according to those objectives. 1-10-3\*

**THE 2721 THEATER FOR A CHILDREN'S AUDIENCE**

The aim of this course is to analyze the theory of children's theater, to survey its development within the American theatrical scene, to study its function within the American community, and to pursue materials available for use with and for children. 3-0-3\* (offered Winter term)

**THE 2930 SPECIAL TOPICS IN THEATER**

This course will focus on advanced and/or specialized topics in theater. The course(s) may be taken by students who wish to supplement their current or previous training. Content will be determined by the specific topic. 1-6 semester hours.

**THE 2949 CO-OP: THEATER II**

This course is a continuation of THE 1949. 1-10-3\*

**TPA 1210 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and classroom demonstrations in the construction, painting, and handling of scenery, makeup, and the making of properties. Crew hours are required. 3-0-3\* (offered Fall term)

**TPA 1211 ADVANCED STAGECRAFT**

(Prerequisite: TPA 1210) This course is a continuation of TPA 1210 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets along with the principles of stage lighting in classroom demonstrations and experiences. 3-0-3\* (offered Winter term)

**TPP 2100 ACTING I**

(Prerequisite: THE 1020 or special permission of the division chairperson) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\* (offered Fall term)

**TPP 2110 ACTING II**

(Prerequisite: TPP 2100 or special permission of the division chair) This course is a continuation of TPP 2100 with special emphasis on the various processes of developing characterization. The student also studies the script in depth to discover the relationships that affect the character. Students will study methods of auditioning, prepare a resume and present monologues and scenes for stage performance. 3-0-3\*

**WOH 1012 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\* (offered Fall & Winter terms)

**WOH 1022 MODERN CIVILIZATIONS**

A continuation of WOH 1012, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\* (offered Winter term)

**ZOO 1013 GENERAL ZOOLOGY LECTURE**

(Prerequisite: BSC 1010L; co-requisite: ZOO 1013L)  
An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\* (offered Fall & Winter terms)

**ZOO 1013L GENERAL ZOOLOGY LABORATORY**

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: ZOO 1013) This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\* (offered Fall & Winter terms)

**ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY**

(Prerequisites: ZOO 1013, ZOO 1013L; co-requisite: ZOO 2713L) This course deals with the early embryology and the development of the organ systems for the main classes of vertebrates. In addition, this course discusses the origins and classification of the chordates. 3-0-3\* (offered Fall term, and upon demand, the Winter term)

**ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY  
LABORATORY**

(Co-requisite: APB 1191) The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the laboratory includes the dissection of the lamprey, shark, Necturus and cat. 0-4-1\* (offered Fall term, and upon demand, the Winter term)

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\* Lecture-Lab-Credit Hours

**ADMINISTRATORS, FACULTY, AND STAFF**



# Administrative Personnel

## EISSEY, EDWARD M.

President  
B.S., Florida State University  
M.Ed., University of Florida  
Ph.D., Florida State University

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B.S., M.S., Florida State University

## CHERRY, NANCY G.

Director, Development

## DAVIS, MARVITA Y.

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B.S., Florida A&M University

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B.A., Florida State University  
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Data Processing 1966-82  
B.S., University of Illinois  
M.A., Florida Atlantic University

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Financial Office 1957-59  
Director of Business Affairs 1959-69  
B.S., Indiana University  
M.Ed., University of Florida

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Social Science 1957-1986  
A.B., M.A., Washington University

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Dental Assisting 1966-1980  
B.S.Ed., Ohio Northern University  
D.D.S., Ohio State University

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Engineering 1964-1986  
B.S.Ed., California State College  
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M.S., Florida State University

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Department 1960-84  
B.S., Columbia University  
M.A., Furman University  
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Mathematics 1965-78  
A.B., Florida A&M University  
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Guidance 1965-84  
B.S., Ft. Valley State College  
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Dept. 1963-74  
A.B., H.L.D., Hillsdale College  
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Music 1964-78  
B.M., M.M., Eastern School of Music  
Ed.D., Teachers College, Columbia  
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Biology 1960-85  
B.S., Indiana University of  
Pennsylvania  
M.S., Cornell University

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Nursing 1974-84  
R.N., Methodist Hospital School of  
Nursing  
B.S., Butler University  
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<b>COOK, DONALD W.</b> Guidance 1965-1982 Director, Counseling Services 1983-1986 B.S., M.Ed., University of Florida	<b>GRAHAM, PAUL W.</b> Director, Evening Classes 1959-65 Dean of Instruction 1965-71 Dean of Academic Affairs 1971-75 Vice President of Academic Affairs 1975-84 B.S., Mississippi State College M.A., Ed.D., University of Mississippi	<b>LESKO, JOSEPH M.</b> Science/Chemistry 1961-86 B.S., M.Ed., University of Pittsburgh M.S., University of Mississippi
<b>COOPER, JAMES A.</b> Electronics 1960-77 B.S., Georgia Institute of Technology B.S., M.S., U.S. Naval Post Graduate School	<b>GRAHAM, WALKER A.</b> Communications 1965-82 B.S.Ed., Missouri State Teachers College M.A., University of Mississippi	<b>MACKENZIE, C. CATHARINE</b> Nursing 1960-70 R.N., B.S., University of Pennsylvania M.A., Columbia University
<b>D'ANGIO, ROBERT A.</b> Social Science 1968-73 Director of Continuing Education, 1973-79 North Campus B.A., M.A., Stetson University	<b>GRAY, JOSEPHINE M.</b> Art 1964-78 B.A., William Penn College M.S., Teachers College, Columbia University	<b>MANOR, HAROLD C.</b> President 1957-78 B.P.S.M., M.A., Ed.D., Indiana University
<b>DAVEY, ELIZABETH Y.</b> Dean of Women, Counselor 1965-79 B.S., Douglas College, Rutgers University M.S. Barry College	<b>GROSS, IMOGENE A.</b> Chemistry, Physics 1933-56 B.S., Georgia State College for Women M.A., Johns-Hopkins University	<b>MARTIN, JOHN W.</b> Business Administration 1966-70 A.B., University of Florida M.A., Stetson University
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<b>DICKINSON, SARAH L.</b> Communications 1968-1986 A.A., Mars Hill Junior College A.B., Florida State University M.A., Duke University	<b>HALL, EDITH F.</b> Business/Home Economics 1949-79 B.S., M.S., Florida State University	<b>MCALILEY, CHARLES C.</b> Business 1969-81 B.S., Georgia Institute of Technology B.S.B.A., J.D., University of Florida
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<b>EASTERLING, EDITH F.</b> Communications 1958-84 A.B., B.S., Mississippi Southern College M.A., University of Alabama	<b>HOLLING, FRED J., JR.</b> Biology 1961-70 Assistant & Coordinator, Evening Division 1971-75 Coordinator & Director, Continuing Education 1975-84 B.S., M.A., University of Florida	<b>MCNEELY, MARIAN C.</b> Guidance 1966-85 A.B., Notre Dame College M.Ed., Kent State University Ed.D., Nova University
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Home Economics 1966-86  
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Engineering Technology  
Department 1961-72 PBJC Central  
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A.A., Pieffer College  
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Music 1959-70  
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Mathematics 1962-72  
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Chairperson, CPI Department 1981-85  
B.S., M.S., New York State College

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Dental Laboratory Technology 1965-79  
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Social Science 1966-70  
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Guidance 1963-75  
A.B., Union College  
M.Ed., University of Rochester

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Engineering Technology 1957-64  
Chairman, Engineering Tech. Dept.  
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Dean, Occupational Studies 1971-82  
B.S., Iowa State College  
M.A., University of Alabama

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Business/Retailing 1966-81  
B.S., Miami University  
M.S., New York University

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Mathematics 1962-66  
Chairperson, Mathematics Department  
1966-86  
B.A., Westminster College  
M.S., Florida State University

## Adjunct Instructors

Palm Beach Junior College employs qualified adjunct instructors, both for workshops and seminars and for credit course. In our area, a large number of outstanding teachers are available for this service, and the college takes pride in their credentials and accomplishments. It is difficult, however, to obtain a list for the catalog which would be complete and current. The following list, supplied by center administrators and, at PBJC Central, by department chairmen, is intended to be representative rather than complete.

## PBJC Central

### Art Department

AHO, PAUL  
BORODYCHUCK, ANITA  
BURROUGHS, TOM  
CULLEN, TOM  
GAVRIN, MARCIA  
HACKER, PAM  
HIGHTOWER, BILLY  
MCCARTNEY, TOM, DR.  
MCCONKEY, WILLIAM  
MORPHEW, ROBERT  
PRIDE, ELTON  
SIEGEL, HARRY  
STROTHER, DORA  
THOMAS, BEVERLY

### Business

ALBER, LISE  
BLACK, LOUIS  
BLOOM, JANE  
BLOOM, ROBERT  
BRESSLER, MARK  
DARVILLE, LIONEL  
EGAN, BECKY  
FLETCHER, GUY  
HANNERS, MIKE  
HARETOS, ARISTOTLE  
HOLLEN, STEVE  
HOUSER, JACKSON  
HUNTBURGH, GERALD  
KELLY, JOHN  
KINZBRUNNER, ZENA  
KOPP, GORDON  
LUTTER, FRED  
MASSEY, ROBERT  
MCBRIDE, ELIZABETH  
MCMANUS, ROBERTA  
NASIPAK, JOHN  
OWEN, JACK  
PARRISH, THERESA  
PITTARD, JIM  
RENTSCHLER, JEANETTE  
RICHMOND, DONALD  
RICK, ROBERT  
RODOPOULOS, NICHOLAS  
SANDELL, JACQUI  
SCHEIB, ELIZABETH  
SCHLANDER, AIMEE  
SOLIERI, STEVE  
STEELE, JAMES

**WALSH, BARBARA**  
WATT, DONALD

## Center For Personalized Instruction

ADAMS, MARGARET  
CARMO, LEAH  
CARROLL, LILLIAN  
FERGUSON, ARDATA  
HALL, SHERRIE  
HOPSON, JEAN  
ISON, GERTRUDE  
KELLY, JOANN  
MAINES, DR. MICHAEL  
RICHEY, MARY ANN  
ROSENZWEIG, DEEVA  
SINNOTT, ANGELA  
TEDCASTLE, SHARON  
TUTUNVIAN, DICKRAN  
VILLELO, RAYMOND  
WHITE MICHAEL  
WING, TERESA

## Communications Department

BEAUREGARD, SUSAN  
BROWN, JANE  
BURKE, WILLIAM  
HALL, ROBERT  
KIRKER, EARL  
HOPE-LEVEN, PAMELA  
LOWREY, THOMAS  
MARTIN, CAROLYN  
ROSENBERG, ELLEN

## Computer Science

BRUCE, OWEN  
CRAUN, WILLIAM  
EVELYN, BOB  
FRECH, DAVID  
GASTON, GEORGE  
MASI, SCOTT  
MOLZER, RICHARD  
OCCHIPINTI, FRED  
POLACK, PETER  
SCOLA, ROBERT  
SHOUTES, TERRELL

## Criminal Justice

HARRISON, JUDGE HOWARD  
HOWARD, JEANNE  
VANDUSEN, FREDERICK  
WILLE, RICHARD

## Dental Health

ALBERTS, DR. MARCO  
BANNING, DR. JILL  
BOLLENBACHER, SARAH  
DUBNICK, SUSAN  
FILKER, DR. PHYLLIS  
FELDMAN, DR. STUART  
GELSOMINO, COLLEEN  
JONES, MARY J.  
KUZMERIK, BETH  
MILAM, SUSAN  
MILLER, TAMI  
MURRAY, PAULETTE  
OENBRINK, GERRY  
PIERMATTIE, M. HELENE  
PULLON, DR. PETER  
ROSENFIELD, DR. LEON  
SANDELL, DR. CHARLES

## **Health & Home Economics**

ADAMS, PAM  
BEAN, DAWN  
CARTON, BOB  
DIX, ANN  
FERRIN, MARGIE  
HAINES, SUE  
HARDELL, JANE  
HORTON, CATHERINE  
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MILES, MIKE  
STANSELL, MARY  
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WHITMAN, BARBARA  
WOOLFSIE, BETH  
ZADAH, ANDREA

## **Mathematics**

BROWN, JAMES  
BURGESS, ERNEST  
CHEUNG, SAM  
COX, GREGG  
ESTES, ROBERT  
GENTRY, CURTIS  
GOEBEL, ROBERT  
GREENBERG, BENJAMIN  
HAWKIN, JOHN  
HAGSTROM, WILLIAM  
KESSLER, MARK  
LEACH, JOHN  
MANESH, MIKE  
METCALF, CAROL  
SAILE, MARCIA  
SHAPIRO, JACK  
SWEET, RAYMOND  
THOMASSON, GARY

## **Music Department**

CLARK, PATRICIA  
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HEDGES, HOWARD  
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LYMAN, JAMES  
MUCCI, RICHARD  
SARES, ARTHUR

## **Nursing**

BURKE, JENNIFER  
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LAVOIE-VAUGHAN, NANETTE  
LIEBERMAN, SARA  
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RECORD, PRISCILLA

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SANFORD, JAMES  
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TSAGGARIS, THOMAS

## **Physical Education**

CAMPBELL, KATHY  
COSIER, PATRICE  
KLORAFIN, JONATHAN  
MANDIGO, MELINDA  
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## **Social Science**

GREENBURG, MILTON  
IACONA, MICHAEL  
MEYER, JOHN  
ROMEO, JOHN

## **PBJC Glades**

ALLEN, OSBROUN  
AGUIRRE, EDGAR  
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BHEBE, JUNE  
BOGGS, JUDY  
BROWN, RAUL  
BROWN, WILLIAM RAY  
CHILOUS, ALZORA T.  
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GALLO, JUDY  
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SCHULTZ, MARC  
SKINNER, JOE V.  
STEVENS, FREDERICK  
THOMAS, CARY  
WASHINGTON, MAMIE  
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## **PBJC North**

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BISHOP, RIM  
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BLOMBERG, DALE  
BROWN, HENRY  
CAMIEL, MICHAEL  
CAMPBELL, CHARLES  
CAVANAH, RICHARD  
CHICOTE, THOMAS

CONKO, BERNARD  
COOPER, MARGRET  
COSIER, PATRICE  
DALESANDRO, FREDERICK  
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DONT, BERNARD  
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EVANS, GERALD  
EVANS, JOY  
FORSEE, ROBERT  
FRANKLIN, AL  
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HALE, DAVID  
HENDERSON, DANIEL  
HETTLE, CHARLES  
HEYWARD, GLEN  
HOLLING, FRED  
HOOD, LARRY  
HULLIHAN, WILLIAM  
IERACE, FRANK  
JACOWITZ, IRWIN  
JONES, DAVID  
KESSLER, MARK  
KING, JOAN  
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KOSKI, DONALD  
KROLL, KATHLEEN  
KRUGER, KATHRYN  
KUSHNER, LINDA  
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LOGAN, GERRY  
LUCHNER, KAREN  
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MACARTNEY, ROBERT  
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NOBLE, JULIE  
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SAHLBOUB, ROBERT  
SAMORE, DAVID  
SHERMAN, SAMUEL  
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SMITH, ALLAN  
SMITH, C. ZENOBIA  
SMITH, MARILYN  
STEELE, JAMES  
STRASSER, JOHN  
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SUAREZ, EVA  
TILLMAN, VIVIAN  
VANNETTER, CAROL  
WASSMUTH, CALVIN  
WATTS, ALEXANDER  
WEINER, JUTTA  
WELCH, JAMES  
WETTERSTRAND, DAIN  
WHITE, CHARLES  
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WILLIAMS, CHERYLE  
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WILSON, TIME  
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YOUNT, RICHARD  
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## **PBJC South**

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BURGESS, ERNEST  
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CROSS, ARLENE  
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DAVIES, STEPHEN  
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GALLON, WILLIAM  
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GOLDSTEIN, LORI  
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SMITH, SARA C.  
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BETHEL, RONALD  
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BOLLON, FRANK R.  
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CULLIGAN, GLORIA M.  
CUNNINGHAM, AUDREY B.  
DADDARIO, SHIRLEY  
DAHL, CYNTHIA L.  
DAIGNEAULT, VICKI  
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DAVIS, PATRICIA R.  
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DELMAS, HOLLY I.  
DELORME, GAYLE R.  
DOROSH, ANN W.  
DOTTOR, NICHOLAS T.  
DOWLING, ESSIE L.  
DOWLING, JOYCE A.  
DUNCAN, BRENDA D.  
DWYER, SUSAN J.  
ELDITION, SUSIE M.  
FARRELL, MARGARET H.  
FARRELL, VERONICA L.  
FASHAW, DOUGLAS E.  
FELDER, SAMUEL  
FOOTE, DIANA L.  
FRANCO, OFELIA  
FRANK, JOANNE  
FRAWLEY, BARBARA G.  
FRAZIER, SUE  
GARVEY, ROBERT E.  
GARWOOD, LINDA M.  
GIVEN, JOHN F.  
GLOVER, MATTIE M.  
GOLDSTEIN, NORMAN L.  
GOLDSTEIN, ROBERT L.  
GREENE, PATRICIA A.  
GRINNON, GWENDOLYN A.  
GUY, CAROL L.  
HALL, DANIEL L.  
HANEBERG, JOAN E.  
HANLON, KATHERINE M.  
HARLEY, SAMUL  
HARRIS, GERALDINE C.  
HAVEARD, SHARON S.

HAYES, WILLIAM C.  
HAYNES, ROBERT J.  
HEBERT, MADLYN A.  
HEENAN, JOANN  
HELLER, GENEVIEVE  
HICKS, CLARA L.  
HILL, GLORIA J.  
HOOL, G. JEAN  
HORVATH, NANCY P.  
HUFFMAN, DANN W.  
HUTCHINS, JAMES W.  
JOHNSON, CARL E.  
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KEMMIS, THOMAS J.  
KENT, LORAINA T.  
KIRKHART, JACOB L.  
KLEIN, SHIRLEY B.  
KLINE, GEORGE R.  
KNIGHT, BENJAMIN S.  
KRUGER, JOYCE A.  
LACEY, BETTY T.  
LAFFERTY, RUTH P.  
LAGRASSO, GRACE A.  
LAMPINEN, MARY R.  
LANCASTER, ALICIA C.  
LARAWAY, OLGA F.  
LAROSE, JUDY A.  
LESTER, Y. DIANE  
LINDER, RONALD T.  
MACK, WALTER K.  
MATAN, JOSEPH  
MCCONINELL, K. ROBERT  
MCCOY, GARY R.  
MCCRRAE, BARBARA L.  
MCKENNA, JESSIE O.  
MCKENZIE, BRENDA L.  
MEADOWS, HAROLD L.  
MEDLIN, PATRICIA A.  
MEDLOCK, BARBARA J.  
MEYER, ALTHEA M.  
MEYERS, BETSY B.  
MILESEND, JEANNE T.  
MOCK, TERESA A.  
MONTGOMERY, ELMER E.  
MOONEY, RHEA H.  
MORACK, DANIEL E.  
MUNNINGS, SAUNDRA F.  
MURDOCK, OPAL C.  
MYERS, LESLIE  
NEAL, VERLA G.  
NEUMANN, JUDITH E.  
NEWKIRK, KAY F.  
OLECK, RICHARD N.  
O'NEIL, KATHY W.  
OWENS, CALLIE J.  
PALMER, JEFFREY L.  
PALMER, MARY F.  
PATRICK, VERNELLE C.  
PEARSALL, DONALD V.  
PERKINS, LOIS S.  
PHILLIPS, BENJAMIN J.  
PICKREN, LINDA A.  
PILOTTA, NICHOLAS J.  
PINDER, VALERIA D.

PLAGER, EDITH M.  
POULTON, KATHARINE C.  
RANDOLPH, JAMES A.  
RASAVONG, BOUNPONE  
REASNER, MARYANN J.  
REDDY, MARIE J.  
REES, DOROTHY E.  
REVILLA, FRANCO N.  
RICHARDS, DOROTHY R.  
RIGBY, BOBBIE A.  
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ROGERS, CHRISTINE M.  
ROYSTON, CHRISTINE A.  
SANDERS, B. JEANETTE  
SARGENT, DONALD A.  
SCAROLA, FRANCINE L.  
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SHAFER, MARGARET R.  
SHIPPY, THOMAS J.  
SIENKO, SUSAN L.  
SKERVIN, CATHERINE E.  
SMARDIN, TOBY  
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SOUZA, PAULA L.  
STARR, LEONA C.  
STETS, THOMAS J.  
STIEFVATER, DAVID L.  
STOCKER, CHERYL A.  
SULLIVAN, SHIRLEY G.  
SYRJALA, DONALD W.  
SYRJALA, MARIE E.  
TATMAN, MARLA L.  
TAYLOR, MARY ELLEN  
TIDDENS, ARLENE  
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TOLMIE, WILLIAM R.  
TONGE, ROY E.  
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TREWYN, RAYMOND J.  
TRIPLETT, RUTH A.  
ULBRICHT, DONALD E.  
URBANIUK, STANLEY  
VALENCIA, JUAN D.  
VERK, JUNE P.  
WAGGONER, ROBERT T.  
WALSH, MARY ANN  
WARD, CATHERINE N.  
WARD, SUZANNE T.  
WEBB, ARTHUR M.  
WHIDDEN, JOAN M.  
WIESE, BEVERLY J.  
WIGEN, CHERYL L.  
WILEY, DONALD  
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1) Have you taken ANY courses, workshops, (credit or non-credit), conducted by PBJC? YES  NO

If YES, when \_\_\_\_\_ If NO or if courses were workshops or non-credit a non-refundable **\$10 application fee (check or money order)** or a non-refundable **\$25 (U.S. currency only) application fee** International students must accompany application.

**INCOMPLETE FORMS OR FORMS WITHOUT APPLICATION FEE WILL NOT BE PROCESSED.**

2) Check the campus you plan to attend. Mail or return your application and application fee to that campus (International students send application and fee directly to the Central Campus)

- Central Campus**, 4200 Congress Ave., Lake Worth, Florida 33461
- North Campus**, 3160 PGA Blvd., Palm Beach Gardens, Florida 33410
- Glades Campus**, 1977 College Dr., Belle Glade, Florida 33430
- South Campus**, P.O. Box 3095, Boca Raton, Florida 33432
- Day Classes**    **Evening Classes**

3) Term you plan to enter  Fall (Aug -Dec.)  Winter (Jan.-May)  Spring (May-June)  Summer (June-Aug.)

4) In what program or curriculum do you plan to major? \_\_\_\_\_

A.A.  A.S.  Non Degree. Specialized Programs (Dental, Nursing, Paramedic, etc.) require completion of an additional Admissions Packet for each area.

SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--

5) If you do not have a social Security Number, contact the nearest Social Security Office. Not required of foreign students.

H.S. Code \_\_\_\_\_

6) EXACT LEGAL NAME

last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_ maiden(if any) \_\_\_\_\_

7) LOCAL ADDRESS \_\_\_\_\_  
no. street \_\_\_\_\_

city/town \_\_\_\_\_ county \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

8) PERMANENT ADDRESS \_\_\_\_\_ no./street \_\_\_\_\_

city/town \_\_\_\_\_ county \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

9) PHONE local \_\_\_\_\_ bus \_\_\_\_\_ 10) FLORIDA RESIDENT? \_\_\_\_\_ how long? \_\_\_\_\_

11) SEX  M  F 12) BIRTHDATE \_\_\_\_\_ 13) BIRTHPLACE \_\_\_\_\_ city/state \_\_\_\_\_ country \_\_\_\_\_

14) RACE ETHNIC ORIGIN  
(Required for Office of Civil Rights Reports)  White-Non Hispanic  Black-Non Hispanic  Hispanic  Asian  American Indian

15) EMERGENCY CONTACT \_\_\_\_\_  
(include address and phone number if different from above)  
\_\_\_\_\_

1) High school from which you graduated. Indicate which received: Diploma, certificate of completion, or GED\*

NAME OF SCHOOL	CITY/STATE	DATE OF GRAD OR GED

2) List below all other colleges you have attended (include correspondence work).

\* GED students must submit copy of diploma.

Omission of any college attended would constitute falsification of records.

NAME OF INSTITUTION	LOCATION	DATE OF ATTENDANCE MO YR From _____ To _____	DEGREE RECEIVED

3) Official transcript must be requested from and sent directly to the campus you plan to attend by EACH School (High School or College).

4) List all names under which you attended the above schools. \_\_\_\_\_

FOR OFFICE USE ONLY

GENERAL INFORMATION

EDUCATIONAL DATA

First-time-in-college freshmen or undergraduate students transferring from another college or university:

1. APPLICATION: Complete the Application form in detail and forward it to the Admissions Office at the campus you plan to attend. International applications must be sent directly to the central campus regardless of the campus you plan to attend. Attach \$10 Application Fee (\$25 if foreign).
2. TRANSCRIPTS: Send the transcript request form to the high school last attended. Transfer students must request that official transcripts be sent directly from each previous college or university attended.
3. RESIDENCE AFFIDAVIT: Florida citizens must complete the appropriate section of this form and have it notarized. Court records are required for proof of legal guardianship.
4. PLACEMENT TEST: Each first-time-in-college student must furnish test scores from the ACT or SAT test prior to registering for classes. If you have not yet taken either test, make an appointment to take the ACT test at the testing center on the campus where you will register (Central 439-8053, Glades 996-3055, North 622-2440, South 393-3980).
5. SPECIALIZED PROGRAMS: If you plan to enter one of the following selective admissions programs, you must request the separate application packet for the specific program from the central Admissions Office after November 1st. Selections are made from March through May, depending on program.

Dental Assisting, Dental Hygiene, & Dental Lab Tech.	Occupational Therapy Assistant
Nursing (except LPN to RN and Advanced)	Paramedic
6. INTERNATIONAL STUDENTS: Application must be complete at least three months prior to the term you wish to begin. Please refer to separate additional requirements. Attach check or money order for \$25 in U.S. currency.
7. RECORDS: Any student falsifying application records will be subject to immediate dismissal without refund. All credentials submitted become the property of the college and can not be returned.
8. ACCEPTANCE: Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon our receipt of all required documents, including high school transcript, GED or transcripts of all previous college work attempted.
9. HANDICAPPED STUDENTS: Support services are available through the Counseling Service unit. If you need any special assistance, contact the counselor serving the handicapped at 439-8057 or 439-8056.
10. CAREER CENTER: If you are unsure of your college major or career objectives, or are in need of a job, call 439-8056 for a Career Planning & Placement Center appointment.

1)  U.S. Citizen      2)  Resident Alien\*      3)  Refugee\*

\*Must submit copy of immigration card

4)  Foreign Student Visa: Country of Citizenship \_\_\_\_\_ Admission No. \_\_\_\_\_

5)  Other Visa: Type \_\_\_\_\_

FOREIGN APPLICANTS PLEASE SEE SEPARATE ADDITIONAL REQUIREMENTS Students attending on Visas do not qualify for classification as Florida residents for tuition purposes

6) Is English your native language?  YES  NO    7) If foreign born, how long have you lived in the United States? \_\_\_\_\_

#### FLORIDA RESIDENCY STATEMENT

Section 240.1201 (2)(a), Florida Statutes, states that "To qualify as a resident for tuition purposes: 1. A person or, if that person is a dependent child, his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to qualification."

Residency exemptions for tuition purposes:

- 1 Active duty military personnel stationed in Florida, their spouses, and dependent children
- 2 Full-time instructional and administrative personnel employed by Florida public schools, community colleges, and institutions of higher learning as defined in Section 228.041, F.S., their spouses, and dependent children.

If residency eligibility is based on an exemption, please indicate category one or two above. PLEASE READ AND SIGN THE APPROPRIATE STATEMENT BELOW. If the statement is executed by other than a natural parent, a copy of the court order assigning guardianship is required.

I do not meet the 12-month residency requirement as stated above. I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that all of the foregoing application and residency statements are true, complete, and correct.

Executed on this date

Signature of applicant 18 years of age or older

Signature of parent or legal guardian of applicant under 18 years of age.

I qualify as a legal resident of Florida as defined above. I declare under penalty of perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that all of the foregoing application and residency statements are true, complete, and correct

Executed on this date

Signature of applicant 18 years of age or older

Signature of parent or legal guardian of applicant under 18 years of age.

CITIZENSHIP

STATEMENT

NON RESIDENT

RESIDENT

**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college.

**PLEASE SEND MY HIGH SCHOOL OR COLLEGE TRANSCRIPT TO:**

**OFFICE OF THE REGISTRAR  
PALM BEACH JUNIOR COLLEGE  
4200 Congress Avenue  
Lake Worth, Florida 33461**

Name of High School

Name of College

My name is \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Birth date \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Date first enrolled \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? Yes  No  Date: \_\_\_\_\_

My records will be found under name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPT TO THE OFFICE OF THE REGISTRAR, PALM BEACH JUNIOR COLLEGE.**

Rev 3/86 R-II8

Student Signature

**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college.

**PLEASE SEND MY HIGH SCHOOL OR COLLEGE TRANSCRIPT TO:**

**OFFICE OF THE REGISTRAR  
PALM BEACH JUNIOR COLLEGE  
4200 Congress Avenue  
Lake Worth, Florida 33461**

Name of High School

Name of College

My name is \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Birth date \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Date first enrolled \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? Yes  No  Date: \_\_\_\_\_

My records will be found under name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPT TO THE OFFICE OF THE REGISTRAR, PALM BEACH JUNIOR COLLEGE.**

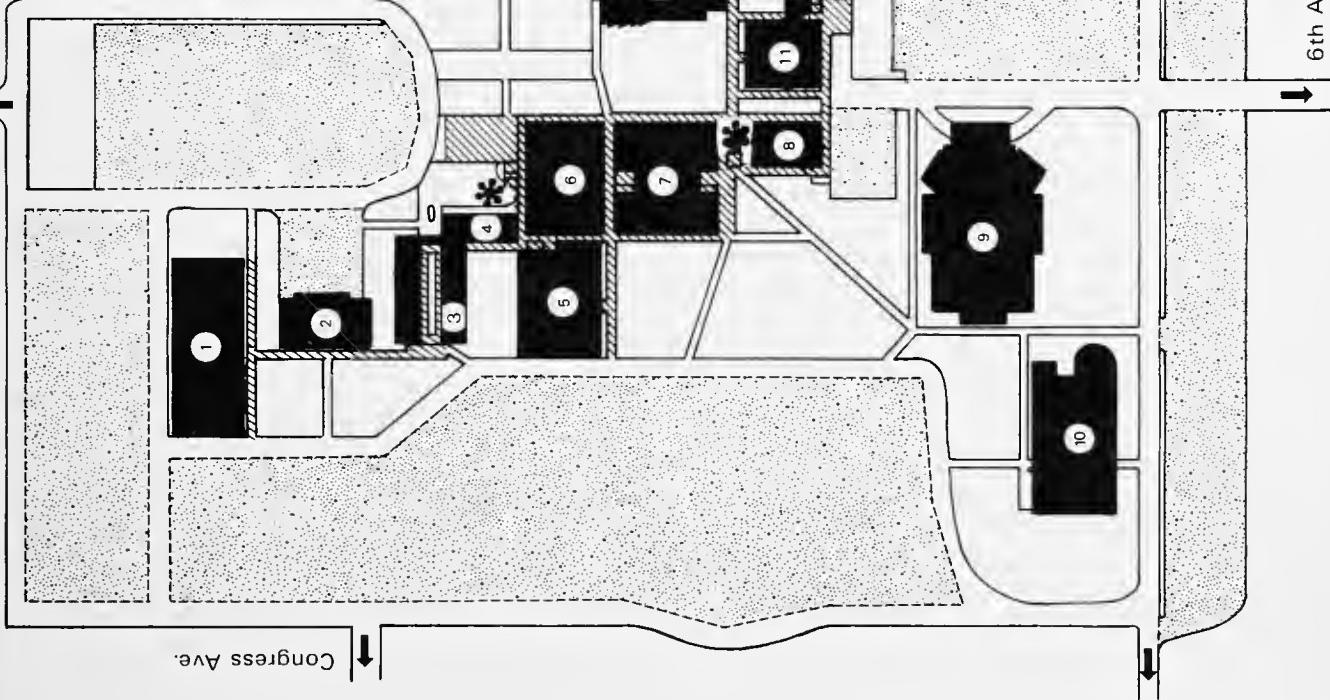
Rev 3/86 R-II8

Student Signature



# PALM BEACH JUNIOR COLLEGE - CENTRAL CAMPUS

Lake Worth Rd.



Covered Walkways \*

Buildings  
Parking

Engineering (Technical) Building  
Print Shop

Allied Health Building  
Business Administration Building

Library LLRC/LR  
Data Processing DP

Watson B. Duncan, III  
Theatre AU

Humanities HU  
Administration (Presidents Office)

Finance  
Cashier

Continuing Education CE  
Science SC

Social Science SS  
CPI Reading Lab CP

CPI Math Lab CP  
Central Mechanical Plant

Central Receiving  
Bookstore

Student Publication  
(Beachcomber)

Security  
Financial Aid

Cafeteria  
Paul J. Glynn Student Services Center

Criminal Justice Institute CJ  
Hospitality Management SC

Tennis Shop  
Tennis Courts

Job Placement and Career Planning SAC

Student Activities Center SAC

Fitness Center  
Gymnasium PE/GYM

Raquetball Courts  
Softball/Baseball/Archery Fields

Physical Plant

6th Ave.

6th Ave.

6th Ave.

6th Ave.



NON PROFIT ORG  
U. S POSTAGE  
PAID  
LAKE WORTH, FLA.  
PERMIT #17

Palm Beach Junior College  
4200 Congress Avenue  
Lake Worth, Florida 33461









**PALM BEACH JUNIOR COLLEGE  
SCHEDULE OF DAY AND EVENING CLASSES  
FOR ALL CAMPUSES  
(CENTRAL, NORTH, SOUTH AND GLADES)**

*Palm Beach Junior College - Florida's First Public Community College*  
*Dr. Edward M. Eissey, President*

**SPRING TERM 1987  
MAY 7 - JUNE 17, 1987  
AND  
SUMMER TERM 1987  
JUNE 22 - JULY 29, 1987**



# SPRING TERM 1987 CALENDAR

## MAY 7 - JUNE 17

**APRIL 6 - 10**

Currently enrolled day students register for Spring Term, by total accumulated semester hour priority. Fees due by April 24, 1987.

**APRIL 6 - 10**

Currently enrolled evening students register for Spring Term, Mon.-Thurs. 9:00 A.M.-9:00 P.M.

Evening students registering between the hours of 9:00 A.M. - 3:00 P.M. must register by total accumulated semester hour priority.

**APRIL 17**

Easter Holiday. No Classes. All offices closed.

**APRIL 23 - MAY 6**

New and Returning evening students may register for Spring Term Mon. - Thurs. 9:00 A.M. - 9:00 P.M. and Fridays 9:00 A.M. - 3:00 P.M. Evening Counselors are available Monday through Thursdays, 5:00 - 9:00 P.M.

**APRIL 20 - 24**

Currently enrolled students register for Fall Term (Pay fees by May 21)

**APRIL 24**

Spring Term Tuition fees due (for those students who registered on or prior to this date).

**MAY 6**

Final Registration. All tuition fees due for Spring Term no later than 9:00 P.M.

**MAY 6**

Final day to withdraw with 100% refund for Spring Term by 9:00 P.M.

**MAY 7**

Classes Begin

**MAY 7, 11, 12**

Drop/Add - Schedule changing for day students 1:00 P.M. - 3:00 P.M. For evening students 1:00 P.M. - 9:00 P.M.

**MAY 12**

Senior Citizen Registration 1:00 P.M. - 3:00 P.M. ONLY

**MAY 12**

Final day to withdraw with 80% refund for Spring Term by 9:00 P.M.

**MAY 25**

Memorial Day Holiday. No Classes. All Offices closed.

**JUNE 1 - 4**

Currently enrolled students may register for Summer or Fall Terms. Fees due by June 11.

**JUNE 4**

Final day to withdraw from class with "W" or change to Audit "AU" for Spring Term

**JUNE 17**

Final Exams - Evening Classes

**JUNE 17**

Final Exams - Day Classes

**JUNE 17**

Grades due in Registrar's Office by 4:00 P.M.

All times and hours indicated are for Central only. If you attend another campus, please check with that campus for possible adjustments in dates and times. Office telephone numbers are listed on the back page of this schedule.

# SPRING TERM INFORMATION

## CERTIFICATION

All credit courses are approved by State Department of Education for Extension of Regular Certificate, Recency of Credit, Reissue of Temporary Certificate and Re-instatement of an expired Regular Certificate.

## ACCREDITATION

Palm Beach Junior College is accredited by the Southern Association of College and Secondary Schools. For further information write to the Registrar, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461.

## ADMISSION PROCEDURES

Either a High School Transcript, a State High School Equivalency Certificate, Adult Education Diploma, or Transcripts for all colleges is required.

Adults 18 years or older who cannot meet the above requirements may register for courses on the audit basis (no credit).

Palm Beach Junior College makes no distinction on the grounds of race, color, sex, religion or national origin in the admission practices of the institution.

## AMERICAN COLLEGE TESTING (ACT)

All first time in college students entering a credit program must have ACT scores for placement in Mathematics and English courses. Please refer to the PBJC catalog for further information.

Scholastic Aptitude Test (SAT). The SAT test results will be accepted in place of the ACT results.

For further information regarding ACT dates times, and registration procedures, please contact your campus or the Central campus Testing Office: 439-8053.

## AUDIT POLICY

Audit students must be regular in attendance but are not required to take tests or examinations. No grade or credit is given but regular fees are charged. Students may register for a class on an audit basis with permission at the time of registration. Students may not change from audit to credit. The course may be retaken at a later date for credit.

## CLASS ATTENDANCE

Any student who misses more than 10% of the class meetings for a particular course will receive an automatic "F" in the course unless he/she completes an official Withdrawal Form, or, the instructor may withdraw the student from the class with a grade of WX.

## CASHIER

Central Campus Hours: 8:00 AM-8:00 PM, Mon.-Thurs.

## DECAL FEES

Spring and/or Summer Term - \$2.00. Replacement or multiple decals - \$1.00. Workshops, 7 weeks or more, same as above. Fraudulent use of parking decal can result in a fine equal to the appropriate fee.

## PAY FEES

UNPAID SCHEDULES WILL BE CANCELLED IF NOT PAID BY:

## SPRING TERM:

April 24, 1987 .....	Early Registrants
May 6, 1987 .....	Final Deadline

## REFUND DEADLINES SPRING TERM

100% .....	May 6, 1987
80% .....	May 12, 1987

## REGISTRATION FEES

No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due.

In-State Students (Florida Residents) Matric-fee: \$24.50 Per Semester Hour — ALL TERMS.

Out-of-State Students (Non-Florida Residents) Matriculation and Tuition Fee: \$46.75 Per Semester Hour — ALL TERMS.

Reclassification of Residence: Students who qualify may change from out-of-state to in-state residency for Spring Term until May 6, 1987. Please refer to the PBJC Catalog for further information regarding qualification. The following must be submitted to the Registrar at your campus no later than May 6, 1987:

1. Declaration of Domicile, and
2. Affidavit of Residence.

## VETERANS

Students enrolling for the first time who intend to use VA educational benefits should apply through their campus VA Office.

## COUNSELING

Counseling service is available daily by appointment. Central campus student services: 439-8174. Evening counseling service is available at the Central campus Monday-Thursday, 5:00-8:30 (during peak registration periods 5:30-9:00 PM). No appointment is required. Evening student services: 439-8056.

## BOOK STORE

The bookstore offers a wide variety of school supplies and sportswear in addition to the necessary textbooks.

Central Campus Hours: 8:00 AM-8:30 PM, Mon.-Thurs.

\* All times and hours indicated are for Central campus only. If you attend another campus, please check with that campus for possible adjustment in days and times. Office telephone numbers are listed on the back page of this schedule.

**CENTRAL CAMPUS DAY CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>ART — HUMANITIES — CENTRAL CAMPUS DAY</b>								
ARH1000	001	9957	ART APPRECIATION	STAFF	MTWTH	11:10AM	12:50PM	3.0 HU112
ART1110	001	9951	INTRC CERAMICS	SLATERY	MTWTH	1:30PM	4:00PM	2.0 HU1C2
ART1111	001	9950	INTRMD CERAMICS	SLATERY	MTWTH	1:30PM	4:00PM	2.0 HU1C2
ART1301	001	9945	INTERMD DRAWING	CULLEN	MTWTH	8:15AM	11:20AM	3.0 HU113
ART1600	JU1	9744	INTRC TO PHOTUG	SLATERY	MTWTH	10:00AM	12:30PM	2.0 HU207
<b>BIOLOGY — SCIENCE/TECH — CENTRAL CAMPUS DAY</b>								
APB1120	001	9963	ENVIRON CLNSERV	HARTMAN	MTWTH	7:30AM	9:10AM	3.0 SC121
APB1170	JU1	9708	MICROBIOLOGY	BAILEY	TWTH	9:30AM	11:20AM	2.0 SC124
APB1170	002	9707	MICRLBIOLOGY	STAFF	TWTH	9:30AM	11:20AM	2.0 SC114
APB1170L	050	9705	MICRO LAB	BAILEY	TWTH	7:30AM	9:20AM	1.0 SC129
APB1170L	051	9704	MICRO LAB	BAILEY	TWTH	11:30AM	1:20PM	1.0 SC129
APB1170L	052	9703	MICRO LAB	STAFF	TWTH	2:00PM	4:00PM	1.0 SC129
APB1190	001	9964	ANATOMY-PHYS I	ALDRIDGE	TWTH	9:30AM	11:10AM	2.0 SC115
APB1190L	C50	9962	ANAT-PHYS I LAB	ALDRIDGE	TWTH	7:30AM	9:20AM	1.0 SC122
APB1190L	051	9961	ANAT-PHYS I LAB	ALDRIDGE	TWTH	11:30AM	1:30PM	1.0 SC122
APB1191L	J60	9959	ANAT-PHYS II LAB	ALDRIDGE	TU BE ARRANGED			1.0
BSC1010	001	9926	PRIN OF BIOLOGY	HARTMAN	MTWTH	9:20AM	11:00AM	3.0 SC121
BSC1010L	050	9720	PRIN BIOLOGY LAB	BOYAK	TWTH	11:30AM	1:20PM	1.0 SC127
OC82930	J01	9421	GEN MARINE BIOL	STAFF	TU BE ARRANGED			3.0
ZCO1013	J01	9492	GEN ZOOLOGY	BUTLER	MTWTH	7:30AM	9:10AM	3.0 SC120
ZCO1013L	050	9491	GEN ZOOLOGY LAB	BUTLER	TWTH	9:20AM	11:20AM	1.0 SC128
<b>BUSINESS — BUSINESS/MATH — CENTRAL CAMPUS DAY</b>								
ACG2001	001	9999	PRIN OF ACCTG I	BATSON	MTWTH	7:30AM	9:10AM	3.0 BA303
ACG2011	001	9992	PRIN OF ACCTG II	BATSON	MTWTH	11:10AM	12:50PM	3.0 BA303
APA1111	001	9971	BOOKKEEPING	FRANKLIN	MTWTH	7:30AM	9:10AM	3.0 BA3C2
BUL2111	001	9713	BUSINESS LAW I	HOUSER	MTWTH	9:20AM	11:00AM	3.0 BA111
COC1110	001	9792	INTRU TO COMPUTR	STAFF	MTWTH	9:20AM	11:00AM	3.0 TE2C6
COC1110	002	9781	INTRU TO COMPUTR	GRIMM	MTWTH	11:10AM	12:50PM	3.0 TE2C6
ECO2013	001	9859	PRIN OF ECON I	BOORMAN	MTWTH	11:10AM	12:50PM	3.0 BA307
ECO2023	001	9853	PRIN OF ECON II	BOURMAN	MTWTH	9:20AM	11:00AM	3.0 BA307
GEB1011	001	9791	INTRU--BUSINESS	FRANKLIN	MTWTH	9:20AM	11:00AM	3.0 BA3C2
GEB1011	002	9790	INTRU--BUSINESS	THOMPSON	MTWTH	7:30AM	9:10AM	3.0 BA1C8
MAN2100	001	9740	HUMAN RELATIONS	THOMPSON	MTWTH	9:20AM	11:00AM	3.0 BA113
KFE1000	J01	9415 5/7-6/21/87 RE	PRIN--FREC I	GRAHAM	TH	9:00AM	12:00 N	4.0 AH3C7
<b>CENTER FOR PERSONALIZED INSTRUCTION — CENTRAL CAMPUS DAY</b>								
CUP1001	001	9478	COMPUTER LANGUAG	CASHER	TU BE ARRANGED			6.0
ENC1000 T	001	9840	ENGLISH (PREP)	GREENE	MTWTH	7:30AM	11:00AM	CP2C3
MAC1104 A	140	9757	COLLEGE ALGEBRA	FOLEY	TU BE ARRANGED			3.0
MAC1114 A	140	9752	TRIGONOMETRY	FOLEY	TU BE ARRANGED			3.0
MAT1000	001	9737	MATH (PREP)	KELLY	MTWTH	7:30AM	9:10AM	CP2C0
MAT1000	002	9736	MATH (PREP)	KELLY	MTWTH	9:20AM	11:00AM	CP2C0
MAT1000	003	9735	MATH (PREP)	ISUN	MTWTH	9:20AM	11:00AM	CP2C0
MAT1000	004	9734	MATH (PREP)	ISUN	MTWTH	11:10AM	12:50PM	CP2C0
MAT1024 T	001	9718	ELEM ALGEBRA	FOLEY	MTWTH	7:30AM	9:10AM	CP2C0
MAT1024 T	002	9461	ELLM ALGEBRA	FOLEY	MTWTH	9:20AM	11:00AM	CP2C0
MAT1024 T	003	9463	ELEM ALGEBRA	FOLEY	MTWTH	9:20AM	11:00AM	CP2C0
MAT1024 T	004	9459	ELEM ALGEBRA	FOLEY	MTWTH	11:10AM	12:50PM	CP2C0
MAT1C33 A	140	9707	INTER ALGEBRA	FOLEY	TU BE ARRANGED			3.0
MGF1120 F	140	9694	GEOMETRY	FOLEY	TU BE ARRANGED			1.0
MGF1120 H	140	9693	INTRU TO ALGEBRA	FOLEY	TU BE ARRANGED			1.0
MGF1120 I	140	9692	CONSUMER MATH	FOLEY	TU BE ARRANGED			1.0
MGF1120 J	140	9691	METRIC SYSTEM	FOLEY	TU BE ARRANGED			1.0
MGF1120 K	140	9690	KATIO-PROPRTION	FOLEY	TU BE ARRANGED			1.0
MGF1121 C	140	9682	MATH LOGIC	FOLEY	TU BE ARRANGED			1.0
MGF1121 G	140	9681	PROBLTY-STATIST	FOLEY	TU BE ARRANGED			1.0
MGF1121 L	140	9680	INTRU CMPTK TECH	FOLEY	TU BE ARRANGED			1.0
REAL001 T	001	9581	CCL PRP READNG I	STAFF	MTWTH	7:30AM	11:30AM	TBA
REAL002	001	9456	CCL PRP READ II	BOSWORTH	MTWTH	7:30AM	9:10AM	CP1C7
REAL002	002	9455	CCL PRP READ II	BOSWORTH	MTWTH	9:20AM	11:00AM	CP1C7
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — CENTRAL CAMPUS DAY</b>								
CHM1015	001	9906	PRIN OF CHEM	CERAVOLO	MTWTH	11:10AM	12:50PM	3.0 SC116
CHM1045	001	9901	GEN CHEM I	STAFF	MTWTH	7:30AM	9:10AM	3.0 SC131
CHM1045L	050	9900	GEN CHEM LAB I	STAFF	M W	11:10AM	3:10PM	1.0 SC101
CHM1046	001	9893	GEN CHEM II	SUKUMARABANDH	MTWTH	9:20AM	11:00AM	3.0 SC116
CHM1046L	050	9897	GEN CHEM LAB II	STAFF	T TH	11:10AM	3:10PM	1.0 SC101
CHM2210	001	9896	ORGANIC CHEM I	FAYSSOUX	M W	9:20AM	11:00AM	3.0 SC131
CHM2210L	050	9895	ORG CHEM I LAB	FAYSSOUX	M A	11:10AM	4:10PM	1.0 SC102

# CENTRAL CAMPUS DAY CLASSES — SPRING TERM

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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## COMMUNICATIONS — HUMANITIES — CENTRAL CAMPUS DAY

ENC1101	001	9832	FRESHMAN COMM I	DUXBURY	MTWTH	7:30AM	9:10AM	3.0	BA111
ENC1101	002	9831	FRESHMAN COMM I	STAFF	MTWTH	11:10AM	12:50PM	3.0	BA212
ENC1101	003	9830	FRESHMAN COMM I	WILSON	MTWTH	11:10AM	12:50PM	3.0	DP202
ENC1102	001	9817	FRESHMAN COMM II	BUSSELLE	MTWTH	7:30AM	9:10AM	3.0	DP202
ENC1102	002	9816	FRESHMAN COMM II	BETZ	MTWTH	9:20AM	11:00AM	3.0	DP202
ENC1102	003	9815	FRESHMAN COMM II	AADAMS	MTWTH	11:10AM	12:50PM	3.0	BA310
ENC1102	004	9814	FRESHMAN COMM II	ADAMS	MTWTH	9:20AM	11:00AM	3.0	BA310
ENL2020	001	9802	ENG LIT AF 1660	DUNCAN	MTWTH	9:20AM	11:00AM	3.0	RECFL
SPC1600	001	9537	FUND SPEECH	MCLREIGHT	MTWTH	9:20AM	11:00AM	3.0	BA104
SPC1600	002	9536	FUND SPEECH	CONNOLLY	MTWTH	7:30AM	9:10AM	3.0	BA307
SPC1600	003	9535	FUND SPEECH	LEAHY	MTWTH	11:10AM	12:50PM	3.0	AH310
SPN1100	001	9524	ELEM SPANISH I	BLOODWORTH	MTWTH	9:20AM	11:00AM	3.0	AH310
SPN1101	001	9322	ELEM SPANISH II	PEREZ	MTWTH	9:20AM	11:00AM	3.0	BA212

## CRIMINAL JUSTICE INSTITUTE — CENTRAL CAMPUS DAY

CCJ2500	001	9910	JUV DELINQUENCY	ZAZZI	MTWTH	9:30AM	11:20AM	3.0	CJ102
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## DENTAL HEALTH SERVICES

DEA1850C	001	9867	CL PRACTICE III	WHITEHEAD	W	7:30AM	12:00 PM	2.0	DH101
DEA1850L	050	9866	CL PRAC III LAB	WHITEHEAD	MT THF	8:00AM	5:00PM	4.0	DH101
DTE2106C	001	9863	PARTIAL TECH II	KRUMM	M	7:30AM	8:30AM	4.0	DH105
DTE2106L	050	9862	PARTL TECH II LAB	KRUMM	M W	8:40AM	4:00PM		DH105
					TH	12:00 PM	3:30PM		DH105
DTE2131C	001	9861	ORTHO-PED APP	KRUMM	T TH	7:30AM	8:30AM	2.0	DH105
DTE2131L	050	9860	ORTHO-PED AP LAB	KRUMM	T	8:40AM	3:00PM		DH105
					TH	8:40AM	12:00 PM		DH105

## ENGINEERING — SCIENCE TECHNOLOGY — CENTRAL CAMPUS DAY

ATT2691 A 050	9936	INSTR REFRESH SI	LANG		TU BE ARRANGED			0.2	
ATT2691 B 050	9935	INSTR REFRESH SI	LANG		TO BE ARRANGED			0.2	
ATT2691 C 050	9934	INSTR REFRESH SI	LANG		TO BE ARRANGED			0.2	
ATT2691 D 050	9933	INSTR REFRESH SI	LANG		TO BE ARRANGED			0.2	
ATT2691 E 050	9932	INSTR REFRESH SI	LANG		TO BE ARRANGED			0.2	
CAP1220	001	9912	COMPUTER DRAFTNG	MILLARD	MTWTH	8:30AM	11:15AM	2.0	CE1C9
CAP2230	001	9911	ADV CUMPTR DRAFT	SAMAYMANTRI	MTWTH	7:30AM	11:15AM	3.0	CE1C9
EGN1112	001	9846	ENGR GRAPHICS	MILLARD	MTWTH	11:30AM	3:15PM	3.0	CE110
ETO1110C	001	9799	INTRO TECH DRAW	SAMAYMANTRI	MTWTH	8:00AM	10:45AM	2.0	CE110

## HEALTH & HOME EC — EDUC/SOC SCIENCE — CENTRAL CAMPUS DAY

CTE1731	001	9464	TRADE SKETCHING	PRINZ	MTWTH	9:20AM	11:00AM	3.0	SC105
DIE1419	001	9864	PRACTICUM I	FOWLER		TO BE ARRANGED		3.0	
FSS1004	001	9794	MGNT HEALTH FAC	FOWLER	M W	2:30PM	4:45PM	2.0	SC120
HFT2320	001	9463	H-R PROPERTY MGT	RIVE	MTWTH	9:20AM	11:00AM	3.0	SC120
HSC1100	001	9781	HEALTHFUL LIVING	BELL	MTWTH	9:20AM	11:00AM	2.0	AH316
HSC1100	002	9780	HEALTHFUL LIVING	BELL	MTWTH	11:10AM	12:50PM	2.0	AH316
HUN1201	001	9770	EL OF NUTRITION	FOWLER	MTWTH	9:20AM	11:00AM	3.0	AH310

## MATHEMATICS — BUSINESS/MATH — CENTRAL CAMPUS DAY

COP2110	001	9876	MATH PROGRAMNG	GRIMM	MTWTH	9:20AM	11:00AM	3.0	OP201
NAC1104	001	9764	COLLEGE ALGEBRA	EVANS	MTWTH	9:20AM	11:00AM	3.0	BA105
NAC1104	002	9763	COLLEGE ALGEBRA	GENTRY	MTWTH	11:10AM	12:50PM	3.0	BA104
NAC1114	001	9756	TRIGONOMETRY	VANWYHE	MTWTH	1:00PM	2:40PM	3.0	BA105
NAC2311	001	9751	5/7-7/29 CALC-ANL GEOM I	EVANS	MTWTH	7:30AM	8:45AM	4.0	BA306
NAC2311	002	9453	5/7-7/29 CALC-ANL GEOM I	GENTRY	MTWTH	9:20AM	10:25AM	4.0	BA303
NAC2312	001	9750	5/7-7/29 CALC-ANL GEOM II	ALBER	MTWTH	11:10AM	12:25PM	4.0	BA209
NAC2313	001	9748	5/7-7/29 CAL-ANL GEOM III	HITCHCOCK	MTWTH	1:00PM	2:15PM	4.0	BA108
MAP2302	001	9739	DIF EQUATIONS	ALBER	MTWTH	9:20AM	11:00AM	3.0	BA209
MAT1024	001	9724	ELEM ALGEBRA	CBRIEN	MTWTH	7:30AM	9:10AM	3.0	BA105
MAT1033	001	9716	INTER ALGEBRA	CBRIEN	MTWTH	1:00PM	2:40PM	3.0	BA111
MGF1120	001	9701	GEN ED MATH I	STAFF	MTWTH	11:10AM	12:50PM	3.0	BA108
MGF1120AK	001	9449	RATIO PROPORTION	HITCHCOCK	M TH	7:30AM	9:10AM	1.0	BA206
MGF1121	001	9688	GEN ED MATH II	EVANS	MTWTH	11:10AM	12:50PM	3.0	BA105
STA2014	001	9514	STATISTICS	HITCHCOCK	MTWTH	11:10AM	12:50PM	3.0	BA302

## MUSIC — HUMANITIES — CENTRAL CAMPUS DAY

MUE2450	001	9674	WOODWIND TECH	GROSS	MTWTH	11:10AM	12:50PM	1.0	
MUL1010	001	9673	MUSIC APPREC	ALBEE	MTWTH	9:30AM	11:20AM	3.0	HL110
MUL1112	001	9664	MUSIC THEORY II	GROSS	MTWTH	9:20AM	11:00AM	3.0	HU202
MUL1242	001	9663	SIGHT SINGING II	ALBEE	MTWTH	7:30AM	9:10AM	1.0	HL105
MVK1111 A 001		9662	CLASS PIANO I	STAFF	MTWTH	9:20AM	11:00AM	1.0	
MVK1211 R 001		9659	AP PIANO SEC F	STAFF		TO BE ARRANGED		1.0	

**CENTRAL CAMPUS DAY CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
MVK1211	K 002	9658	AP PIANO SEC F	STAFF	TO BE ARRANGED		1.0	
MVK2121	A 001	9657	CLASS PIANO III	STAFF	MTWTH	11:10AM 12:50PM	1.0	HU105
MVK2221	R 001	9656	AP PIANO SEC S	STAFF	TO BE ARRANGED		1.0	
MVK2221	R 002	9655	AP PIANO SEC S	STAFF	TU BE ARRANGED		1.0	
MVVI3111	R 002	9654	AP VOICE PRN F	STAFF	TO BE ARRANGED		2.0	

**NURSING DEPARTMENT — CENTRAL CAMPUS DAY**

NUR2211C	001	9653	NSG PROCESS II-A	DRAWDY	M TH	8:00AM 1:30PM	5.0	AH206
NUR2211L	050	9652	NURS LAB II-A	DRAWDY	TW	7:00AM 4:00PM		HOSP
NUR2211L	051	9651	NURS LAB II-A	LEAPMAN	TW	7:00AM 4:00PM		HOSP
NUR2211L	052	9650	NURS LAB II-A	BURKE	M TH	7:00AM 4:00PM		HOSP
NUR2214C	001	9649	NRS PROCESS II-D	BARTCLONE	M TH	8:00AM 12:30PM	5.0	AH216
NUR2214L	050	9648	NURSING LAB II-D	HARRELL	TW	7:00AM 4:00PM		HOSP
NUR2214L	051	9647	NURSING LAB II-D	BARTULONE	TW	7:00AM 4:00PM		HOSP
NUR2214L	052	9646	NURSING LAB II-D	SULLIVAN	TW	7:00AM 4:00PM		HOSP
NUR2310C	001	9645	NUR PROCESS II-C	HULL	M TH	8:00AM 12:00 NOON	5.0	AH209
NUR2310L	050	9644	NURSNG LAB II-C	HULL	TW	7:00AM 4:00PM		HOSP
NUR2310L	051	9643	NURSNG LAB II-C	VAUGHAN	TW	7:00AM 4:00PM		HOSP
NUR2310L	052	9642	NURSNG LAB II-C	SWASEY	TW	2:00PM 10:00PM		HOSP
NUR2421C	001	9641	NS PROCESS II-B	BENKEN	M TH	8:00AM 12:30PM	5.0	AH218
NUR2421L	050	9640	NRS LAB II-B	REEDER	TW	7:00AM 4:00PM		HOSP
NUR2421L	051	9639	NRS LAB II-B	BENKEN	TW	7:00AM 4:00PM		HOSP
NUR2421L	052	9638	NRS LAB II-B	LIEBERMAN	TW	7:00AM 4:00PM		HOSP
NUR2520C	001	9637	NSG PROCESS II-E	PUGLE	M TH	8:00AM 12:30PM	5.0	AH215
NUR2520L	050	9636	NURSING LAB II-E	PUGLE	TW	7:00AM 4:00PM		HOSP
NUR2520L	051	9635	NURSING LAB II-E	STAFF	TW	7:00AM 4:00PM		HOSP
NUR2520L	052	9634	NURSING LAB II-E	STAFF	TW	7:00AM 4:00PM		HOSP

**PHYSICAL EDUCATION — EDUCATION/SOC SC. — CENTRAL CAMPUS DAY**

PEL1441	J01	9465	RACQUETBALL	REYNOLDS	MTWTH	9:20AM 10:30AM	1.0	GYM
PEL2111	001	9628	BOWLING	GALLEY	M W	1:00PM 3:20PM	1.0	FAIR
PEL2341	J01	9466	BEGINNING TENNIS	GAILEY	MTWTH	11:10AM 12:20PM	1.0	GYM
PEM1104	001	9621	PHYSICAL FITNESS	FAQIR	MTWTH	9:20AM 10:30AM	1.0	PE107
PEM1104	J02	9468	PHYSICAL FITNESS	FAQIR	MTWTH	11:10AM 12:20PM	1.0	PE107
PEM1146	001	9617	JOGGING	REYNOLDS	MTWTH	8:00AM 9:10AM	1.0	PE107
PEN1231	001	9467	BASIC SAILING	BELL	T TH	1:00PM 3:20PM	1.0	PE107

**PHYSICAL SCIENCE — SCIENCE/TECH — CENTRAL CAMPUS DAY**

PHY2023	001	9611	GEN PHYSICS I	RAMUS	MTWTH	7:30AM 9:10AM	3.0	TE107
PHY2048	001	9610	PHYS w/CAL I	STAFF	MTWTH	7:30AM 9:30AM	4.0	SC114
PHY2048L	050	9609	LAB-PHY2023-204B	RAMOS	TWTH	9:30AM 11:20AM	1.0	TE106
PHY2048L	051	9608	LAB-PHY2023-2048	RAMUS	TWTH	11:30AM 1:30PM	1.0	TE106
PSC1513	001	9596	SURV OF PHYS SC	STAFF	MTWTH	7:30AM 9:20AM	3.0	TE204

**SOCIAL SCIENCE — EDUC/SOC SCIENCE — CENTRAL CAMPUS DAY**

AMH2010	001	9986	US HIST TO 1865	PUGH	MTWTH	9:20AM 11:00AM	3.0	TE202
AMH2010	002	9985	US HIST TO 1865	PUGH	MTWTH	7:30AM 9:10AM	3.0	TE202
POS1001	J01	9607	INTRO TO POL SC	DAMPIER	MTWTH	9:20AM 11:00AM	3.0	BA306
POS1001	J02	9606	INTRO TO PCL SC	MYATT	MTWTH	11:10AM 12:50PM	3.0	BA111
PSY2012	J01	9592	GEN PSYCHOLOGY	SABONIS CHAFE	MTWTH	9:30AM 11:20AM	3.0	AH315
PSY2012	J02	9591	GEN PSYCHOLOGY	SALISBURY	MTWTH	7:30AM 9:10AM	3.0	AF315
SLS1501	J01	9539	COLL SURVIVAL SKL	FLAMER	T TH	8:00AM 9:20AM	1.0	SA109
SYG1440	J01	9508	INTRO TO SOC SCS	DAUGHERTY	MTWTH	9:20AM 11:00AM	3.0	TE107
SYG1440	J02	9507	INTRO TO SOC SCS	MCDONALD	MTWTH	7:30AM 9:10AM	3.0	AH316
SYG1440	J03	9506	INTRO TO SOC SCS	YINGER	MTWTH	11:10AM 12:50PM	3.0	TE203
SYG2000	J01	9497	INTRO SOCIOLOGY	YINGER	MTWTH	9:20AM 11:00AM	3.0	TE203
SYG2340	J01	9496	LFE STYL FAM REL	SALISBURY	M W	9:30AM 1:00PM	3.0	SC113

**CENTRAL CAMPUS EVENING CLASSES — SPRING TERM****ART — HUMANITIES**

AKH1000	190	9956	ART APPRECIATION	MURPHEW	M W	6:00PM 9:40PM	3.0	HU112
ART1600	190	9943	INTRO TO PHOTOG	BORUDYCHUK	M WTH	6:30PM 10:00PM	2.0	HU207

**BIOLOGY — SCIENCE/TECH — CENTRAL CAMPUS EVENING**

BSC1010	190	9925	PRIN OF BIOLOGY	BOYAR	T TH	6:00PM 9:45PM	3.0	SC120
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# CENTRAL CAMPUS EVENING CLASSES — SPRING TERM

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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## BUSINESS — BUSINESS/MATH — CENTRAL CAMPUS EVENING

ACG2001	190	9998	PRIN OF ACCTG I	BLOOM	M W	6:00PM	9:40PM	3.0	BA302
ACG2001	191	9997	5/7-7/29/87 PRIN OF ACCTG I	RICHMOND	T TH	6:00PM	8:00PM	3.0	BA302
ACG2011	190	9991	PRIN OF ACCTG II	PRIDE	M W	6:00PM	9:40PM	3.0	BA303
BUL2111	190	9917	BUSINESS LAW I	DARVILLE	T TH	6:00PM	9:40PM	3.0	BA111
CAP1801	190	9375	LOTUS I-2-3	STAFF	T	6:30PM	8:45PM	1.0	BA205
COC1110	190	9890	INTRO TO COMPUTR	STAFF	M W	6:00PM	9:40PM	3.0	TE206
COC1110	191	9889	INTRO TO COMPUTR	STAFF	T TH	6:00PM	9:40PM	3.0	TE206
COP2120	190	9873	5/7-7/29/87 PROG COBOL	OCHIPINTI	M W	6:00PM	8:30PM	3.0	DP2C1
ECO2013	190	9053	PRIN OF ECON I	STAFF	M W	6:00PM	9:40PM	3.0	BA307
GEB1011	190	9789	INTRO--BUSINESS	STAFF	M W	6:00PM	9:40PM	3.0	BA111
GEB1011	191	9788	INTRO--BUSINESS	PRIDE	T TH	6:00PM	9:40PM	3.0	BA307
OST1108	190	9452	TYPEWRITING	SMITH	MTH	5:30PM	9:30PM	3.0	BA202
OST1111	190	9450	INF PRCS I APLCN	ALBER	M W	6:00PM	9:40PM	3.0	BA205
REE1000	190	9420	5/7-6/30/87 RE PRIN--FREC I	GRAHAM	T TH	6:00PM	10:00PM	4.0	AH315
		5/7-6/30/87							

## CENTER FOR PERSONALIZED INSTRUCTION — CENTRAL CAMPUS EVENING

ENC1000	T	190	9838	ENGLISH (PREP)	DUNCAN	MTWTH	6:00PM	9:40PM	CP203
MAT1000	190	9733	MATH (PREP)	WHITE	T TH	6:00PM	9:40PM	CP200	
MAT1000	191	9732	MATH (PREP)	TEDCASTLE	M W	6:00PM	9:40PM	CP200	
MAT1024	T	190	9458	ELEM ALGEBRA	WING	T TH	6:00PM	9:40PM	CP200
MAT1024	T	191	9457	ELEM ALGEBRA	TUTUNJIAN	M W	6:00PM	9:40PM	CP200

## CHEMISTRY — SCIENCE/TECHNOLOGY — CENTRAL CAMPUS EVENING

CHMI015	190	9905	PRIN OF CHEM	CERAVULO	T TH	6:00PM	9:45PM	3.0	SC113
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## COMMUNICATIONS — HUMANITIES — CENTRAL CAMPUS EVENING

AMC2022	190	9977	AM LIT AF 1865	BETZ	T TH	6:00PM	9:40PM	3.0	6A310
ENC1101	190	9829	FRESHMAN CCMM I	DOUXBURY	M W	6:00PM	9:40PM	3.0	AH215
ENC1101	191	9828	FRESHMAN CCMM I	WILSON	T TH	6:00PM	9:40PM	3.0	8A212
ENC1102	190	9813	FRESHMAN CCMM II	BUSSELLE	M W	6:00PM	9:40PM	3.0	BA212
ENC1102	191	9812	FRESHMAN COMM II	STAFF	T TH	6:00PM	9:40PM	3.0	BA306
SPC1600	190	9534	FUND SPEECH	CONNALLY	T TH	6:00PM	9:40PM	3.0	BA303
SPC1600	191	9533	FUND SPEECH	MCKEIGHT	M W	6:00PM	9:40PM	3.0	BA306
SPN1100	190	9523	ELEM SPANISH I	BLOODWORTH	M W	6:00PM	9:40PM	3.0	BA1CB
SPN1101	190	9322	ELEM SPANISH II	PEREZ	T TH	18:00	2140	3.0	AH216

## ENGINEERING — SCIENCE TECHNOLOGY — CENTRAL CAMPUS EVENING

ATT1600	190	9939	BASIC FLT SIMLTR	LANG	M	7:00PM	10:00PM	1.0	TE205
ATT2605	190	9938	ADV FLT SIMLTR	STAFF	W	7:00PM	10:00PM	1.0	TE205
ATT2610	190	9937	INST FLT SIMLTR	LANG	T TH	7:00PM	9:00PM	1.0	TE205
EET2545	190	9847	POWER TRANSMN	ARMAS	T TH	6:00PM	10:00PM	3.0	TL102

## HEALTH & HOME EC — EDUC/SOC SCIENCE — CENTRAL CAMPUS EVENING

CTE2930	190	9443	COM GARMENT PROD	PRINZ	T	6:00PM	9:45PM	2.0	SC1C5
FSS2500	190	9792	FOOD BEV CCNTROL	RIVE	T TH	6:00PM	9:40PM	3.0	SCI14
HSC1100	190	9779	HEALTHFUL LIVING	STAFF	T TH	6:00PM	8:30PM	2.0	AH316

## MATHEMATICS — BUSINESS/MATH — CENTRAL CAMPUS EVENING

MAC1104	190	9762	COLLEGE ALGEBRA	STAFF	T TH	6:00PM	9:40PM	3.0	BA209
MAC1114	190	9755	TRIGONOMETRY	VANHYHE	M W	6:00PM	9:40PM	3.0	BA209
MAT1033	190	9715	INTER ALGEBRA	STAFF	T TH	6:00PM	9:40PM	3.0	8A1C4
MGF1120	190	9703	GEN ED MATH I	STAFF	M W	6:00PM	9:40PM	3.0	BA310
MGF1120AK	190	9439	RATIO PROPORTION	ALBER	T	6:00PM	9:00PM	1.0	DP2C1
MGF1121	190	9389	GEN ED MATH II	STAFF	M W	6:00PM	9:40PM	3.0	BA105
STA2014	190	9513	STATISTICS	STAFF	T TH	6:00PM	9:40PM	3.0	BA1C5

## MUSIC — HUMANITIES — CENTRAL CAMPUS EVENING

MUL1010	190	9672	MUSIC APREC	GRUSS	M W	6:00PM	9:40PM	3.0	HU110
MVK1111 A	190	9661	CLASS PIANO I	DARQUI	M W	7:00PM	9:30PM	1.0	HU105
MVK1111 B	190	9660	CLASS PIANO II	DARQUI	M W	7:00PM	9:30PM	1.0	HU105

## PHYSICAL EDUCATION — EDUCATION/SOC SC. — CENTRAL CAMPUS EVENING

PEL1441	190	9632	RACQUETBALL	REYNOLDS	M W	6:30PM	8:50PM	1.0	PE106
PEL2341	190	9625	BEGINNING TENNIS	GAILEY	T TH	6:30PM	8:50PM	1.0	PE107
PEM1104	190	9462	PHYSICAL FITNESS	FAQUIR	M W	6:30PM	8:50PM	1.0	PE107
PEN2136	190	9612	SCUBA DIVING	BELL	T TH	6:30PM	8:50PM	1.0	PE107

## PHYSICAL SCIENCE — SCIENCE/TECH. — CENTRAL CAMPUS EVENING

PSC1513	190	9595	SURV OF PHYS SC	STAFF	T TH	6:00PM	9:40PM	3.0	SC131
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**CENTRAL CAMPUS EVENING CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — CENTRAL CAMPUS EVENING</b>								
AMH2010	190	9984	US HIST TO 1865	MYATT	M W	6:00PM	9:40PM	3.0 AH209
DEP2102	190	9865	CHILD GROWTH	SABUNIS CHAFE	M W	6:00PM	9:40PM	3.0 AH218
EDF1005	190	9849	INTRO TO EDUC	DAUGHERTY	M W	6:00PM	9:40PM	3.0 AH310
POS1001	190	9605	INTRO TO POL SC	DAMPIER	M W	6:00PM	9:40PM	3.0 AH315
SYG1440	191	9504	INTRO TO SOC SCS	WIEDERHOLD	M W	5:00PM	8:45PM	3.0 AH216

**NORTH CAMPUS DAY CLASSES — SPRING TERM****ART — HUMANITIES**

ARH1000	201	9955	ART APPRECIATION	GIEFFERS	MTWTH	1:00PM	2:40PM	3.0 NA106
ART1201	201	9449	DESIGN FUNDAMNTL	STAFF	MTWTH	7:30AM	10:05AM	3.0 NL202
ART1201	202	9948	DESIGN FUNDAMNTL	GAVRIN	MTWTH	11:10AM	1:45PM	3.0 NL202
ART1300	201	9947	DRAWING FUND	STAFF	MTWTH	7:30AM	10:05AM	3.0 NL203
ART1301	201	9945	INTERMED DRAWING	STAFF	MTWTH	11:10AM	1:45PM	3.0 NL203

**BIOLOGY — SCIENCE/TECH — NORTH CAMPUS DAY**

AP81120	201	9968	ENVIRON CONSERV	MARQUEZ	MTWTH	7:30AM	9:10AM	3.0 NA202
APB1191	201	9960	ANATOMY-PHYS II	RAY	TWTH	9:20AM	11:00AM	2.0 NL215
APB1191L	201	9958	ANAT-PHYS II LAB	RAY	TWTH	11:10AM	12:50PM	1.0 NL215
BSC1010	201	9924	PRIN OF BIOLOGY	MARQUEZ	MTWTH	9:20AM	11:00AM	3.0 NA102

**BUSINESS — BUSINESS/MATH — NORTH CAMPUS DAY**

ACG2001	201	9996	PRIN OF ACCTG I	HULLCHAY	MTWTH	11:10AM	12:50PM	3.0 NA202
ACG2011	201	9990	PRIN OF ACCTG II	HULLCHAY	MTWTH	9:20AM	11:00AM	3.0 NA203
BUL2111	201	9916	BUSINESS LAW I	GERSUN	MTWTH	9:20AM	11:00AM	3.0 NA103
COC1110	203	9887	INTRO TO COMPUTR	MUCH	MTWTH	7:30AM	9:10AM	3.0 NA208
CDC1110	204	9886	INTRO TO COMPUTR	TURECKI	MTWTH	9:20AM	11:00AM	3.0 NA208
COP2120	201	9872	PRGR COBOL	MOON	MTWTH	9:20AM	11:50AM	3.0 NA207
ECO2013	201	9857	PRIN OF ECON I	MOSSADEGH	MTWTH	1:00PM	2:40PM	3.0 NA202
ECO2023	201	9852	PRIN OF ECON II	MOSSADEGH	MTWTH	9:20AM	11:00AM	3.0 NA201
GEB1011	201	9787	INTRO--BUSINESS	GERSCN	MTWTH	1:00PM	2:40PM	3.0 NA105
DST1108	201	9565	TYPEWRITING	DAVIS	MTWTH	9:20AM	12:30PM	3.0 NA206
DST1711	201	9558	INF PRCS I APLCN	STAFF	MTWTH	9:20AM	12:30PM	3.0 NA205
DST2601	201	9435	MACH TRNSLKPT I	DAVIS	MTWTH	9:20AM	12:30PM	3.0 NA205
DST2602	201	9434	MACH TRNSCRIPT II	DAVIS	MTWTH	9:20AM	12:30PM	3.0 NA205
DST2722	201	9556	INF PRCS II APPL	STAFF	MTWTH	9:20AM	12:30PM	3.0 NA205
DST2771	201	9554	INF PRC III/SUPV	STAFF	MTWTH	7:30AM	9:20AM	3.0 NA205

**CENTER FOR PERSONALIZED INSTRUCTION — NORTH CAMPUS DAY**

ENC1000	201	9845	ENGLISH (PRER)	PRIDE	MTWTH	7:30AM	9:10AM	NA204
ENC1000L	201	9837	ENGLISH LAB	STAFF	TO BE ARRANGED			0.0
MAT1000	201	9731	MATH (PREP)	STAFF	MTWTH	9:20AM	11:00AM	NL216
MAT1000	202	9730	MATH (PREP)	STAFF	TO BE ARRANGED			0.0
REA1001	201	9584	COL PRP KADING I	PRIDE	MTWTH	11:10AM	12:50PM	NA106
REA1001L	201	9580	COL PRP REAO LAB	STAFF	TO BE ARRANGED			0.0
REA1002	201	9445	CCL PREP READ II	PRIDE	MTW	11:10AM	12:50PM	NA106
REA1205	201	9577	ACCELERATED READNG	STAFF	MTWTH	11:10AM	12:50PM	3.0 NL209
REA2930	201	9416	SP TOPICS READNG	STAFF	MTWTH	9:20AM	11:00AM	3.0 NL209

**CHEMISTRY — SCIENCE/TECHNOLOGY — NORTH CAMPUS DAY**

CHM1015	201	9534	PRIN OF CHEM	FARMER	MTWTH	1:00PM	2:40PM	3.0 NA203
CHM1045	201	9414	GEN CHEM I	FARMER	MTWTH	9:20AM	11:00AM	3.0 NA105
CHM1045L	201	9413	GEN CHEM LAB I	BDAG	T TH	11:10AM	2:40PM	1.0 NL214

**COMMUNICATIONS — HUMANITIES — NORTH CAMPUS DAY**

AML2022	201	9976	AM LIT AF 1865	BROOKS	MTWTH	7:30AM	9:10AM	3.0 NA1C6
AML2022	202	9975	AM LIT AF 1865	KERN	MTWTH	9:20AM	11:00AM	3.0 NA1C7
ENC1101	201	9827	FRESHMAN COMM I	BROOKS	MTWTH	9:20AM	11:00AM	3.0 NA1C4
ENC1101	202	9826	FRESHMAN COMM I	KERN	MTWTH	7:30AM	9:10AM	3.0 NA108
ENC1102	201	9811	FRESHMAN COMM II	RUSSAL	MTWTH	7:30AM	9:10AM	3.0 NA1C7
ENC1102	202	9610	FRESHMAN COMM II	YOUNG	MTWTH	11:10AM	12:50PM	3.0 NA104
SPC1600	201	9532	FUND SPEECH	RUTANDO	MTWTH	7:30AM	9:10AM	3.0 NA2C1
SPC1600	202	9531	FUND SPEECH	JEFFERSON	MTWTH	11:10AM	12:50PM	3.0 NA103

**HEALTH & HOME EC — EDUC/SOC SCIENCE — NORTH CAMPUS DAY**

HSC1100	201	9778	HEALTHFUL LIVING	MADSLN	TWTH	9:20AM	11:00AM	2.0 NL101
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# NORTH CAMPUS DAY CLASSES — SPRING TERM

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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## MATHEMATICS — BUSINESS/MATH — NORTH CAMPUS DAY

CQP2110	201	9875	MATH PROGRAMNG	TURECKI	MTWTH	7:30AM	9:20AM	3.0
MAC1104	201	9761	COLLEGE ALGEBRA	TURECKI	MTWTH	11:10AM	12:50PM	3.0
MAC1114	201	9754	TRIGONOMETRY	EATMAN	MTWTH	7:30AM	9:10AM	3.0
MAT1024	201	9722	ELEM ALGEBRA	COLLINS	MTWTH	11:10AM	12:50PM	NA1C2
MAT1024	202	9432	ELEM ALGEBRA	STAFF	TO BE ARRANGED			0.0
MAT1033	201	9714	INTER ALGEBRA	KOZA	MTWTH	1:00PM	2:40PM	3.0
MAT1033	202	9713	INTER ALGEBRA	STILL	MTWTH	9:20AM	11:00AM	3.0
MGF1120	201	9699	GEN ED MATH I	EATMAN	MTWTH	11:10AM	12:50PM	3.0
MGF1121	201	9686	GEN ED MATH II	STILL	MTWTH	1:10PM	2:40PM	3.0
STA2014	201	9512	STATISTICS	COLLINS	MTWTH	7:30AM	9:10AM	3.0

## MUSIC — HUMANITIES — NORTH CAMPUS DAY

MUL1010	201	9671	MUSIC APPREC	STAFF	MTWTH	1:00PM	2:40PM	3.0	NLLC1
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## PHYSICAL EDUCATION — EDUCATION/SOC SC. — NORTH CAMPUS DAY

PEL1441	201	9631	RACQUETBALL	MADSON	TWTH	2:00PM	3:40PM	1.0	YMCAN
PEL2111	201	9627	BOWLING	MANDIGO	TWTH	2:00PM	3:40PM	1.0	GDLN
PEL2341	201	9624	BEGINNING TENNIS	MANDIGO	TWTH	12:00 N	1:40PM	1.0	YMCAN
PEM1104	201	9620	PHYSICAL FITNESS	MADSON	TWTH	12:00 N	1:40PM	1.0	YMCAN
PEM1116	201	9618	SLIMNASTICS	COSIER	M WTH	1:00PM	2:40PM	1.0	BCNPB

## PHYSICAL SCIENCE — SCIENCE/TECH. — NORTH CAMPUS DAY

PSC1513	201	9594	SURV UF PHYS SC	RAY	MTWTH	7:30AM	9:10AM	3.0	NL215
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## SOCIAL SCIENCE — EDUC/SOC SCIENCE — NORTH CAMPUS DAY

AMH2010	201	9441	US HIST TO 1865	STAFF	MTWTH	11:10AM	12:50PM	3.0	NA101
POS1001	201	9604	INTRU TO POL SC	JACKSON	MTWTH	9:20AM	11:00AM	3.0	NA204
PSY2012	201	9589	GEN PSYCHULOGY	JOHNSTON	MTWTH	9:20AM	11:00AM	3.0	NA202
SYG1440	201	9503	INTRO TO SOC SCS	JACKSON	MTWTH	11:10AM	12:50PM	3.0	NA204

# NORTH CAMPUS EVENING CLASSES — SPRING

## ART — HUMANITIES

ARH1000	290	9954	ART APPRECIATION	GIEFFERS	T TH	6:00PM	9:40PM	3.0	NA106
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## BIOLOGY — SCIENCE/TECH — NORTH CAMPUS EVENING

APB1191	290	9431	ANATOMY-PHYS II	RAY	MTW	6:00PM	7:40PM	2.0	NL215
APB1191L	290	9430	ANAT-PHYS II LAB	RAY	MTW	7:50PM	9:20PM	1.0	NL215

## BUSINESS — BUSINESS MATH — NORTH CAMPUS EVENING

ACG2001	290	9995	PRIN OF ACCTG I	HOLLOWAY	M W	6:30PM	9:40PM	3.0	NA106
ACG2011	290	9989	PRIN OF ACCTG II	STAFF	T TH	6:00PM	9:40PM	3.0	NA103
APA1111	290	9970	BOOKKEEPING	STAFF	T TH	6:00PM	9:40PM	3.0	PB225
BUL2111	290	9915	BUSINESS LAW I	STAFF	M W	6:00PM	9:40PM	3.0	PB201
COC1110	290	9885	INTRO TO COMPUTR	STAFF	T TH	6:00PM	9:40PM	3.0	NA208
COC1110	291	9884	INJRU TO COMPUTR	STAFF	M W	6:00PM	9:40PM	3.0	NA208
ECO2013	290	9856	PRIN OF ECON I	MOSSADEGH	M W	6:00PM	9:40PM	3.0	NA202
LEA1001	290	9769	INTRO LEGAL TECH	SHALHUB	M W	6:00PM	9:40PM	3.0	PB200
LEA1011	290	9428	LEGAL WR & RESCH	SCHEFER	W	6:00PM	9:40PM	3.0	PB204
LEA1151	290	9423	PREP NEGL CASES	BROWN	M	6:00PM	9:40PM	3.0	PB225
LEA2012	290	9427	LEGAL WRIT II	SCHEFER	W	6:00PM	9:40PM	3.0	PB204
LEA2202	290	9426	RE LAW PROPTY II	GFESSER	T	6:00PM	9:40PM	3.0	PB204
LEA2501	290	9767	FAMILY LAW	ROGERS	T TH	6:00PM	9:40PM	3.0	PB200
MAN2021	290	9741	PRIN OF MGMT	SMITH	M W	6:00PM	9:40PM	3.0	PB230
QST1711	290	9557	INF PRCS I APLCN	STAFF	M W	5:00PM	9:40PM	3.0	NA205
OST2722	291	9555	INF PRCS II APPL	STAFF	M W	5:00PM	9:40PM	3.0	NA205
OST2771	291	9553	INF PRC III/SUPV	STAFF	T TH	6:00PM	9:40PM	3.0	NA205

## CENTER FOR PERSONALIZED INSTRUCTION — NORTH CAMPUS EVENING

ENC1000	290	9844	ENGLISH (PREP)	STAFF	M W	6:00PM	9:40PM		NA101
ENC1000L	290	9836	ENGLISH LAB	STAFF	TO BE ARRANGED			0.0	
MAT1000	290	9729	MATH (PREP)	STAFF	M W	6:00PM	9:40PM		NL209
MAT1000	291	9728	MATH (PREP)	STAFF	TO BE ARRANGED			0.0	
REA1001	290	9583	COL PRP READNG I	PRIUE	T TH	6:00PM	9:40PM		NA202
REA1001L	290	9579	COL PRP READ LAB	STAFF	T TH	6:00PM	9:40PM		NA202
REA1002	290	9444	COL PREP READ II	PRIUE	T TH	6:00PM	9:40PM		NA202
REA1205	290	9576	ACCELERATED READNG	STAFF	TO BE ARRANGED			3.0	

**NORTH CAMPUS EVENING CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — NORTH CAMPUS EVENING</b>								
CHM1015	290	9903	PRIN OF CHEM	STAFF	M W	6:00PM	9:40PM	3.0 NA203
<b>COMMUNICATIONS — HUMANITIES — NORTH CAMPUS EVENING</b>								
AML2010	290	9979	AMER LIT TO 1865	YOUNG	T TH	6:00PM	9:40PM	3.0 NA2C4
AML2022	290	9974	AM LIT AF 1865	KERN	M W	6:00PM	9:40PM	3.0 NA103
ENC1101	290	9824	FRESHMAN COMM I	HEYWARD	M W	6:00PM	9:40PM	3.0 NA1C5
ENC1101	291	9823	FRESHMAN COMM I	HALE	T TH	6:00PM	9:40PM	3.0 NA1C5
ENC1102	290	9809	FRESHMAN COMM II	HALE	M W	6:00PM	9:40PM	3.0 NA201
ENC1102	291	9808	FRESHMAN COMM II	WHITE	T TH	6:00PM	9:40PM	3.0 NA106
SPC1600	290	9529	FUND SPEECH	RUSSAL	T TH	6:00PM	9:40PM	3.0 NA1C2
<b>COOPERATIVE EDUCATION — NORTH CAMPUS EVENING</b>								
BAN1949	290	9928	CO-OP BANK TRN I	STAFF	W	7:30PM	9:10PM	3.0
BAN2949	290	9927	CO-OP BNK TRN II	STAFF	W	7:00PM	9:10PM	3.0
COE2949	290	9879	SUCC EMPLY TECHS	HULCOMB	TO BE ARRANGED			1.0
LEA1949	290	9768	COOP LEG ASST I	STAFF	W	7:00PM	9:10PM	3.0
LEA2949	290	9766	COOP LGL ASST II	STAFF	W	7:00PM	9:10PM	3.0
MAN1949 A	290	9746	CU-OP MIDMAN I	STAFF	W	7:00PM	9:10PM	3.0
MAN1949 B	290	9743	CU-OP MIDMAN II	STAFF	W	7:00PM	9:10PM	3.0
MKA1949 A	290	9678	CD-CP MRCHNDS I	STAFF	W	7:00PM	9:10PM	3.0
MKA1949 B	290	9676	CD-CP MRCHNDS II	STAFF	W	7:00PM	9:10PM	3.0
DST1949	290	9550	CO-OP OFF EO I	STAFF	W	7:00PM	9:10PM	3.0
DST2949	290	9541	CO-OP OFF EU II	STAFF	W	7:00PM	9:10PM	3.0
SSI1949	290	9519	CO-OP SOC SCI I	STAFF	W	7:00PM	9:10PM	3.0
SSI2949	290	9516	CO-OP SOC SCI II	STAFF	W	7:00PM	9:10PM	3.0
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — NORTH CAMPUS EVENING</b>								
HSC1100	290	9777	HEALTHFUL LIVING	MAEDSON	T TH	6:00PM	9:40PM	2.0 NA203
<b>MATHEMATICS — BUSINESS/MATH — NORTH CAMPUS EVENING</b>								
COP2110	290	9874	MATH PROGRAMNG	STAFF	M W	6:00PM	9:40PM	3.0 NA207
MAC1104	290	9760	COLLEGE ALGEBRA	KOZA	M W	6:00PM	9:40PM	3.0 PB227
MAC2312	290	9749	5/7-7/29/87 CALL-ANL GEOM II	KUZA	T TH	7:00PM	9:10PM	4.0 NA101
MAC2313	290	9425	5/11-6/29/87 CAL-ANL GEOM III	STAFF	M W	7:00PM	9:40PM	4.0 NA104
MAP2302	290	9738	UIF EQUATIONS	STAFF	T TH	6:00PM	9:40PM	3.0 NA207
MAT1024	290	9721	ELEM ALGEBRA	STAFF	M W	6:00PM	9:40PM	NA1C8
MAT1024	291	9429	ELEM ALGEBRA	STAFF	TO BE ARRANGED			0.0
MAT1033	290	9712	INTER ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0 NL216
MCF1120	290	9698	GEN ED MATH I	STAFF	T TH	6:00PM	9:40PM	3.0 NA1C9
MGF1121	290	9685	GEN ED MATH II	STAFF	M W	6:00PM	9:40PM	3.0 NA1C2
STA2014	290	9511	STATISTICS	STAFF	T TH	6:00PM	9:40PM	3.0 PB224
<b>MUSIC — HUMANITIES — NORTH CAMPUS EVENING</b>								
MUL1010	290	9670	MUSIC APPREC	STAFF	M W	6:00PM	9:40PM	3.0 NL101
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — NORTH CAMPUS EVENING</b>								
PEN2122	290	9442	SWIMMING/DIVING	FRANKLIN	TWTH	7:00PM	8:40PM	1.0 CCNPB
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — NORTH CAMPUS EVENING</b>								
AMH2020	290	9980	US HIST FR 1865	IERACE	M W	6:00PM	9:40PM	3.0 NA107
POS1001	290	9603	INTRO TO PCL SC	HULLIHAN	T TH	6:00PM	9:40PM	3.0 NA1C7
PSY2012	290	9558	GEN PSYCHOLOGY	JOHNSTON	M W	6:00PM	9:40PM	3.0 NA2C4
SYG1440	290	9502	INTRO TO SOC SCS	JACKSON	T TH	6:00PM	9:40PM	3.0 NA104

**GLADES CAMPUS DAY CLASSES — SPRING TERM**

<b>BIOLOGY — SCIENCE/TECH</b>								
BSC1010	301	9923	PRIN OF BIOLOGY	PHILLIPS	MTWTH	9:50AM	11:30AM	3.0 221
<b>BUSINESS — BUSINESS/MATH — GLADES CAMPUS DAY</b>								
BUL2111	301	9398	BUSINESS LAW I	NIKIIDES	MTWTH	8:00AM	9:40AM	3.0 125
MAN2021	301	9374	PRIN OF MGMT	STAFF	MTWTH	11:40AM	1:20PM	3.0 210
MAR2011	301	9394	PRIN--MARKETING	NIKIIDES	MTWTH	9:50AM	11:30AM	3.0 125

# GLADES CAMPUS DAY CLASSES — SPRING TERM

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>CENTER FOR PERSONALIZED INSTRUCTION — GLADES CAMPUS DAY</b>								
REA1001	301	9582	COL PRP READING I	BROWN	MTWTH	8:00AM	9:40AM	125
REA1001L	301	9578	COL PRP READ LAB	BROWN	MTWTH	9:50AM	11:30AM	125
<b>COMMUNICATIONS — HUMANITIES — GLADES CAMPUS DAY</b>								
AML2022	301	9972	AM LIT AF 1865	GIBSON	MTWTH	9:50AM	11:30AM	3.0
CRW2000	301	9393	CREATIVE WRITING	GIBSON	MTWTH	1:30PM	3:10PM	3.0
SPC1600	301	9528	FUND SPEECH	STAFF	MTWTH	11:40AM	1:20PM	3.0
<b>MATHEMATICS — BUSINESS/MATH — GLADES CAMPUS DAY</b>								
MAC1104	301	9397	COLLEGE ALGEBRA	CAMPBELL	MTWTH	4:00PM	5:40PM	3.0
MGF1120	301	9697	GEN ED MATH I	CAMPBELL	MTWTH	1:30PM	3:10PM	3.0
<b>MUSIC — HUMANITIES — GLADES CAMPUS DAY</b>								
MUL1010	301	9669	MUSIC APPREC	STAFF	MTWTH	11:40AM	1:20PM	3.0
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — GLADES CAMPUS DAY</b>								
PEL2342	301	9392	INTERMED TENNIS	BOGGS	MTWTH	8:00AM	9:40AM	1.0
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — GLADES CAMPUS DAY</b>								
POS1001	301	9602	INTRO TO POL SC	STAFF	MTWTH	4:00PM	5:40PM	3.0
SYG1440	301	9396	INTRO TO SOC SCS	RULISON	MTWTH	8:00AM	9:40AM	3.0

# GLADES CAMPUS EVENING CLASSES — SPRING TERM

<b>BIOLOGY — SCIENCE/TECH</b>								
APB1170	390	9706	MICROBIOLOGY	STAFF	T TH	5:30PM	7:10PM	2.0
APB1170L	396	9702	MICRO LAB	STAFF	T TH	7:20PM	9:00PM	1.0
<b>BUSINESS — BUSINESS/MATH — GLADES CAMPUS EVENING</b>								
GEB1011	390	9405	INTRO-BUSINESS	NIK100ES	M W	6:00PM	8:40PM	3.0
MTB1103	390	9390	BUSINESS MATH	MOYA	T TH	5:30PM	9:10PM	3.0
OST1711	390	9391	INF PKCS I APLCN	MOYA	T TH	5:30PM	9:10PM	3.0
OST2401	390	9388	OFC PRACTICE	MOYA	T TH	5:30PM	9:10PM	3.0
<b>CENTER FOR PERSONALIZED INSTRUCTION — GLADES CAMPUS EVENING</b>								
ENC1000	390	9843	ENGLISH (PREP)	CALLC	T TH	6:00PM	9:40PM	210
ENC1000L	390	9835	ENGLISH LAB	CALLC	M W	6:00PM	9:40PM	210
MAT1000	390	9403	MATH (PREP)	CAMPBELL	T TH	6:00PM	9:40PM	125
MGF1120 K	390	9401	RATIO-PROPORTION	CAMPBELL	T TH	6:00PM	9:40PM	1.0
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — GLADES CAMPUS EVENING</b>								
CHM1015	390	9399	PRIN OF CHEM	PHILLIPS	M W	6:00PM	9:40PM	3.0
<b>COMMUNICATIONS — HUMANITIES — GLADES CAMPUS EVENING</b>								
ENC1101	390	9822	FRESHMAN CCMM I	STAFF	M W	6:00PM	9:40PM	3.0
LIT2120	390	9400	WRLD LIT AF 1600	GIBSON	T TH	6:00PM	9:40PM	3.0
<b>CONTINUING EDUCATION DIVISION — GLADES CAMPUS EVENING</b>								
MTB7650	390	9347	BUSINESS MATH	MOYA	T TH	5:30PM	9:10PM	106
DST7660 D	390	9384	OFC PRACTICE	MOYA	T TH	5:30PM	9:10PM	106
DST7683	390	9385	INF PKCS I APLCN	MOYA	T TH	5:30PM	9:10PM	107
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — GLADES CAMPUS EVENING</b>								
HSC1100	390	9776	HEALTHFUL LIVING	ANDERSON	M W	6:00PM	8:20PM	2.0
<b>MATHEMATICS — BUSINESS/MATH — GLADES CAMPUS EVENING</b>								
MAC1114	390	9404	TRIGONOMETRY	CAMPBELL	M W	6:00PM	9:40PM	3.0
MAT1024	390	9402	ELEM ALGEBRA	CAMPBELL	T TH	6:00PM	9:40PM	125

**GLADES CAMPUS EVENING CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — GLADES CAMPUS EVENING</b>								
GEO1010	390	9784	GEOGRAPHY-COSKV	PHILLIPS	T TH	6:00PM	7:40PM	3.0 222
PSY2012	390	9587	GEN PSYCHOLOGY	ROLISON	M W	6:00PM	9:40PM	3.0 220
REL1243	390	9395	NEW TESTAMENT	ROLISON	T TH	6:00PM	9:40PM	3.0 220

**SOUTH CAMPUS DAY CLASSES — SPRING TERM**

<b>ART — HUMANITIES</b>								
ARH1000	501	9953	ART APPRECIATION	STAFF	MTWTH	7:30AM	9:10AM	3.0 MGD06
ART1230	501	9412	AD DESIGN I	SUMMERS	MTWTH	9:20AM	12:20PM	3.0 T6R20
ART1600	501	9942	INTRO TO PHOTOG	SUMMERS	MTWTH	7:30AM	9:10AM	2.0 T6R20
<b>BIOLOGY — SCIENCE/TECH — SOUTH CAMPUS DAY</b>								
APB1120	501	9966	ENVIRON CONSERV	COLOMBO	MTWTH	9:20AM	11:00AM	3.0 MGD09
BSC1010	501	9922	PRIN OF BIOLOGY	COLOMBO	MTWTH	11:10AM	12:50PM	3.0 MGD09

**BUSINESS — BUSINESS/MATH — SOUTH CAMPUS DAY**

ACG2001	501	9994	PRIN OF ACCTG I	FOX	MTWTH	7:30AM	9:10AM	3.0 MGD08
ACG2011	501	9988	PRIN OF ACCTG II	WEATHERLY	MTWTH	7:30AM	9:10AM	3.0 MGD09
COC1110	501	9883	INTRO TO COMPUTER	VOILS	MTWTH	11:10AM	12:50PM	3.0 MGD04
COC1110	502	9882	INTRO TO COMPUTER	LANE	MTWTH	9:20AM	11:00AM	3.0 MGD04
COP1400	501	9877	BASIC ASSM LANG	LANE	MTWTH	9:20AM	11:00AM	3.0 MGD02
ECO2013	501	9855	PRIN OF ECON I	SMITH	MTWTH	9:20AM	11:00AM	3.0 MGD12
ECU2013	502	9382	PRIN OF ECON I	SMITH	MTWTH	1:00PM	2:40PM	3.0 MGD10
ECO2023	501	9850	PRIN OF ECON II	WEATHERLY	MTWTH	11:10AM	12:50PM	3.0 MGD10
GEB1011	501	9786	INTRO-BUSINESS	FOX	MTWTH	11:10AM	12:50PM	3.0 MGD08

**CENTER FOR PERSONALIZED INSTRUCTION — SOUTH CAMPUS DAY**

ENC1000	501	9842	ENGLISH (PKEP)	ANDERSON	MTWTH	7:30AM	9:10AM	MGD12
ENC1000L	501	9834	ENGLISH LAB	ANDERSON	MTWTH	9:20AM	11:00AM	MOD03
MAT1000	501	9726	MATH (PKEP)	BONELLI	MTWTH	7:30AM	9:10AM	MOD03

**COMMUNICATIONS — HUMANITIES — SOUTH CAMPUS DAY**

AML2010	501	9978	AMER LIT TO 1865	COLLINS	MTWTH	9:20AM	11:00AM	3.0 MGD11
ENC1101	501	9821	FRESHMAN COMM I	GERALDI	MTWTH	7:30AM	9:10AM	3.0 MGD11
ENC1101	502	9820	FRESHMAN COMM I	WERSHOVEN	MTWTH	9:20AM	11:00AM	3.0 MOD15
ENC1101	503	9819	FRESHMAN COMM I	GERALDI	MTWTH	11:10AM	12:50PM	3.0 T9128
ENC1102	501	9806	FRESHMAN CGMM II	COLLINS	MTWTH	7:30AM	9:20AM	3.0 MOD15
ENC1102	502	9805	FRESHMAN COMM II	NIXON	MTWTH	11:10AM	12:50PM	3.0 MOD11
ENC1102	503	9804	FRESHMAN COMM II	CUNNINGLY	MTWTH	9:20AM	11:00AM	3.0 MOD07
ENL2020	501	9800	ENG LIT AF 1660	WERSHOVEN	MTWTH	7:30AM	9:10AM	3.0 MGD07
SPC1600	501	9527	FUND SPEECH	RAZNUFF	MTWTH	9:20AM	11:00AM	3.0 MOD05
SPC1600	502	9526	FUND SPEECH	RAZNUFF	MTWTH	11:10AM	12:50PM	3.0 MOD05
SPN1100	501	9522	ELEM SPANISH I	STAFF	MTWTH	9:20AM	11:00AM	3.0 MOD08

**COOPERATIVE EDUCATION — SOUTH CAMPUS DAY**

ART1943	501	9411	CO-OP IN ART I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
BAN1949	501	9410	CO-OP BANK TRN I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9126
CHD1949	501	9409	CO-OP E CHO I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
ETG1949	501	9797	CO-OP TECH I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
ETG2949	501	9795	CO-OP TECH II	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
LEA1949	501	9408	COOP LEG ASST I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
MAN1949 A	501	9745	CO-OP MIDMAN I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
MAN1949 B	501	9742	CO-OP MIDMAN II	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
MUS1949	501	9407	CO-OP MUSIC I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
DST1949	501	9549	CO-OP OFF ED I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
DST2949	501	9540	CO-OP UFF ED II	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
SSI1949	501	9518	CO-OP SOC SCI I	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128
SSI2949	501	9515	CO-OP SOC SCI II	BARTHOLOMEW	W	5:30PM	7:40PM	3.0 T9128

**HEALTH & HOME EC — EDUC/SOC SCIENCE — SOUTH CAMPUS DAY**

HSC1100	501	9775	HEALTHFUL LIVING	BLANTON	T TH	7:30AM	9:10AM	2.0 MGD13
HSC1100	502	9774	HEALTHFUL LIVING	BLANTON	M W	11:10AM	12:50PM	2.0 MGD12

**MATHEMATICS — BUSINESS/MATH — SOUTH CAMPUS DAY**

MAC1104	501	9759	COLLEGE ALGCBKA	STAFF	MTWTH	1:00PM	2:40PM	3.0 MGD11
MAC1114	501	9753	TRIGONOMETRY	SHAPIRC	MTWTH	11:10AM	12:50PM	3.0 MGD14
MAT1024	501	9719	ELEM ALGEBRA	BUNELLI	MTWTH	9:20AM	11:00AM	MGD14

# SOUTH CAMPUS DAY CLASSES — SPRING TERM

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
MAT1033	501	9711	INTER ALGEBRA	STAFF	MTWTH	7:30AM	9:10AM	3.0 MUD09
MGF1120	501	9696	GEN ED MATH I	LANE	MTWTH	7:30AM	9:10AM	3.0 MUD14
MGF1121	501	9683	GEN ED MATH II	STAFF	MTWTH	1:00PM	2:40PM	3.0 MGD08
STA2014	501	9509	STATISTICS	SHAPIRO	MTWTH	9:20AM	11:00AM	3.0 MGD10
<b>MUSIC — HUMANITIES — SOUTH CAMPUS DAY</b>								
MUL1010	501	9668	MUSIC APPREC	STAFF	MTWTH	1:30PM	2:40PM	3.0 MGD05
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — SOUTH CAMPUS DAY</b>								
PEL1441	501	9629	RACQUETBALL	STAFF	T TH	7:30AM	9:10AM	1.0 FAUPE
PEL2341	501	9622	BEGINNING TENNIS	BLANTON	M W	7:30AM	9:10AM	1.0 FAULT
PEN2122	501	9613	SWIMMING/DIVING	COBLENTZ	M W	3:00PM	5:40PM	1.0 HPDCL
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — SOUTH CAMPUS DAY</b>								
AMH2010	501	9982	US HIST TU 1865	BRUTON	MTWTH	11:10AM	12:50PM	3.0 MDD06
DEP2102	501	9386	CHILD GROWTH	HAYNES	MTWTH	9:20AM	11:00AM	3.0 MDD13
POS1001	501	9601	INTRO TO POL SC	BRUTON	MTWTH	9:20AM	11:00AM	3.0 MGD06
PSY2012	501	9586	GEN PSYCHOLOGY	HAYNES	MTWTH	11:10AM	12:50PM	3.0 MGD07
SYG1440	501	9500	INTRO TO SOC SCS	IMHOFF	MTWTH	7:30AM	9:10AM	3.0 MDD05

# SOUTH CAMPUS EVENING CLASSES — SPRING TERM

## ART — HUMANITIES

ARH1000	590	9952	ART APPRECIATION	CHROMIK	M W	6:00PM	9:40PM	3.0 MDC06
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## BIOLOGY — SCIENCE/TECH — SOUTH CAMPUS EVENING

APB1120	590	9965	ENVIRON CONSERV	STAFF	T TH	6:00PM	9:40PM	3.0 MUL09
BSC1010	590	9921	PRIN OF BIOLOGY	COLOMBO	M W	6:00PM	9:40PM	3.0 MUL09

## BUSINESS — BUSINESS/MATH — SOUTH CAMPUS EVENING

ACG2001	590	9993	PRIN OF ACCTG I	STAFF	M W	6:00PM	9:40PM	3.0 MUD10
ACG2011	590	9987	PRIN OF ACCTG II	STAFF	T TH	6:00PM	9:40PM	3.0 MUD10
BUL2111	590	9914	BUSINESS LAW I	STAFF	M W	6:00PM	9:40PM	3.0 MGD15
COC1110	590	9880	INTRO TO COMPUTER	STAFF	M W	6:00PM	9:40PM	3.0 MUD04
ECO2013	590	9854	PRIN OF ECON I	STAFF	T TH	6:00PM	9:40PM	3.0 MUD08
GEB1011	590	9785	INTRO-BUSINESS	STAFF	T TH	6:00PM	9:40PM	3.0 MUD07

## CENTER FOR PERSONALIZED INSTRUCTION — SOUTH CAMPUS EVENING

ENC1000	590	9841	ENGLISH (PREP)	STAFF	M W	6:00PM	9:40PM	T9R34
ENC1000L	590	9833	ENGLISH LAB	STAFF	T TH	6:00PM	9:40PM	MDD03
MAT1000	590	9725	MATH (PREP)	STAFF	M W	6:00PM	9:40PM	MUD03

## CHEMISTRY — SCIENCE/TECHNOLOGY — SOUTH CAMPUS EVENING

CHM1015	590	9902	PRIN OF CHEM	OLSHAN	T TH	6:00PM	9:40PM	3.0 MCD14
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## COMMUNICATIONS — HUMANITIES — SOUTH CAMPUS EVENING

ENC1101	590	9818	FRESHMAN COMM I	CUNNELL	M W	6:00PM	9:40PM	3.0 MUD01
ENC1102	590	9803	FRESHMAN COMM II	STAFF	M W	6:00PM	9:40PM	3.0 MUD04
LIT2120	590	9765	WRLD LIT AF 1600	NIXON	T TH	6:00PM	9:40PM	3.0 MUD06
SPC1600	590	9525	FUND SPEECH	STAFF	T TH	6:00PM	9:40PM	3.0 MUD05

## HEALTH & HOME EC — EDUC/SOC SCIENCE — SOUTH CAMPUS EVENING

HSC1100	590	9773	HEALTHFUL LIVING	STAFF	M W	7:00PM	9:40PM	2.0 MUD13
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## MATHEMATICS — BUSINESS/MATH — SOUTH CAMPUS EVENING

MAC1104	590	9758	COLLEGE ALGEBRA	WILLIAMS	T TH	6:00PM	9:40PM	3.0 MUD11
MAT1033	590	9710	INTER ALGEBRA	KIZLIK	M W	6:00PM	9:40PM	3.0 MUD07
MGF1120	590	9695	GEN ED MATH I	STAFF	M W	6:00PM	9:40PM	3.0 MUD08

## PHYSICAL EDUCATION — EDUCATION/SOC SC. — SOUTH CAMPUS EVENING

PEL1321	590	9633	VOLLEYBALL	STAFF	M W	6:00PM	8:40PM	1.0 HUSCT
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**SOUTH CAMPUS EVENING CLASSES — SPRING TERM**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — SOUTH CAMPUS EVENING</b>								
AMH2010	590	9981	US HIST TO 1865	IMHUFF	M W	6:00PM	9:40PM	3.0 M0005
PDS1001	590	9600	INTRO TO PGL SC	STAFF	T TH	6:00PM	9:40PM	3.0 M0012
PSY2012	590	9585	GEN PSYCHOLGGY	STAFF	M W	6:00PM	9:40PM	3.0 M0012
SLS1501	590	9406	COLL SURVIVAL SKL	CASE	T	6:00PM	8:20PM	1.0 M0013
SYG1440	590	9498	INTRO TO SOC SCS	STAFF	T TH	6:00PM	9:40PM	3.0 M0015

# NOTES...

# SUMMER TERM 1987 CALENDAR

## JUNE 22 - JULY 29, 1987

**APRIL 6 - 10**

Currently enrolled day students register for Summer Term, by total accumulated semester hour priority. Fees due by May 21, 1987.

**APRIL 6 - 10**

Currently enrolled evening students register for Summer Term, 9:00 A.M. - 9:00 P.M. Mon. - Thurs. and 9:00 A.M. - 3:00 P.M. on Friday. Evening students registering between the hours of 9:00 A.M. - 3:00 P.M. must register by total accumulated semester hour priority.

**APRIL 1 - JUNE 18**

New and Returning evening students may register for Summer Term 9:00 A.M. - 9:00 P.M. Mon.-Thurs.

Friday Office hours until 4:00 P.M.

All offices closed on Fridays from May 4, 1987 - August 14, 1987.

**MAY 7**

Final date to register for CLAST (Summer Graduates)

**MAY 21**

Summer Term Tuition fees due for those students who registered on or prior to this date.

**JUNE 1 - 4**

Currently enrolled students may register for Summer or Fall Terms. Fees due by June 11.

**JUNE 6**

Administration of CLAST.

**JUNE 18**

Final Registration. All tuition fees due for Summer Term no later than 9:00 P.M.

**JUNE 18**

Final day to withdraw with 100% refund for Summer Term.

**JUNE 22**

Classes Begin.

**JUNE 22 - 24**

Drop/Add schedule changing for day students 1:00 P.M. - 3:00 P.M.

For evening students 1:00 P.M. - 9:00 P.M.

**JUNE 24**

Senior Citizen registration 1:00 P.M. - 3:00 P.M. ONLY

**JUNE 24**

Final date to withdraw with 80% refund for Summer Term.

**JULY 16**

Final day to withdraw with "W" or change to Audit "AU" for Summer Term

**JULY 20 - 23**

Currently enrolled students may register for Fall Term. Fees due by August 6, 1987.

**JULY 28 - 29**

Final Exams - Evening Classes

**JULY 29**

Final Exams - Day Classes

**JULY 29**

Grades due in Registrar's Office by 4:00 P.M.

**JULY 30**

Commencement Exercises for Spring and Summer graduates.

All times and hours indicated are for Central campus only. If you attend another campus, please check with that campus for possible adjustments in dates and times. Office telephone numbers are listed on the back page of this schedule.

# SUMMER TERM INFORMATION

## CERTIFICATION

All credit courses are approved by State Department of Education for Extension of Regular Certificate, Recency of Credit, Reissue of Temporary Certificate and Re-instatement of an expired Regular Certificate.

## ACCREDITATION

Palm Beach Junior College is accredited by the Southern Association of College and Secondary Schools. For further information write to the Registrar, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33461.

## ADMISSION PROCEDURES

Either a High School Transcript, a State High School Equivalency Certificate, Adult Education Diploma, or Transcripts for all colleges is required.

Adults 18 years or older who cannot meet the above requirements may register for courses on the audit basis (no credit).

Palm Beach Junior College makes no distinction on the grounds of race, color, sex, religion or national origin in the admission practices of the institution.

## AMERICAN COLLEGE TESTING (ACT)

All first time in college students entering a credit program must have ACT scores for placement in Mathematics and English courses. Please refer to the PBJC catalog for further information.

Scholastic Aptitude Test (SAT). The SAT test results will be accepted in place of the ACT results.

For further information regarding ACT dates times, and registration procedures, please contact your campus or the Central campus Testing Office: 439-8053.

## AUDIT POLICY

Audit students must be regular in attendance but are not required to take tests or examinations. No grade or credit is given but regular fees are charged. Students may register for a class on an audit basis with permission at the time of registration. Students may not change from audit to credit. The course may be retaken at a later date for credit.

## CLASS ATTENDANCE

Any student who misses more than 10% of the class meetings for a particular course will receive an automatic "F" in the course unless he/she completes an official Withdrawal Form, or, the instructor may withdraw the student from the class with a grade of WX.

## CASHIER

Central Campus Hours: 8:00 AM-8:00 PM, Mon.-Thurs.

## DECAL FEES

Spring and/or Summer Term - \$2.00. Replacement or multiple decals - \$1.00. Workshops, 7 weeks or more, same as above. Fraudulent use of parking decal can result in a fine equal to the appropriate fee.

## PAY FEES

UNPAID SCHEDULES WILL BE CANCELLED IF NOT PAID BY:

## SUMMER TERM:

May 21, 1987 .....	Early Registrants
June 18, 1987 .....	Final Deadline

## REFUND DEADLINES SUMMER TERM

100% .....	June 18, 1987
80% .....	June 24, 1987

## REGISTRATION FEES

No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. Personal checks may be accepted for the amount of fees due.

In-State Students (Florida Residents) Matric-fee: \$24.50 Per Semester Hour — ALL TERMS.

Out-of-State Students (Non-Florida Residents) Matriculation and Tuition Fee: \$46.75 Per Semester Hour — ALL TERMS:

Reclassification of Residence: Students who qualify may change from out-of-state to in-state residency for Summer Term until June 18, 1987. Please refer to the PBJC Catalog for further information regarding qualifications. The following must be submitted to the Registrar at your campus no later than June 18, 1987:

1. Declaration of Domicile, and
2. Affidavit of Residence.

## VETERANS

Students enrolling for the first time who intend to use VA educational benefits should apply through their campus VA Office.

## COUNSELING

Counseling service is available daily by appointment Central campus student services: 439-8174. Evening counseling service is available at the Central campus Monday-Thursday, 5:00-8:30 P.M. (during peak registration periods 5:30-9:00 PM). No appointment is required. Evening student services: 439-8056.

## BOOK STORE

The bookstore offers a wide variety of school supplies and sportswear in addition to the necessary textbooks.

Central Campus Hours: 8:00 AM-8:30 PM, Mon.-Thurs.

\* All times and hours indicated are for Central campus only. If you attend another campus, please check with that campus for possible adjustment in days and times. Office telephone numbers are listed on the back page of this schedule.

**CENTRAL CAMPUS DAY CLASSES — SUMMER**

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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**ART — HUMANITIES**

ARH1000	001	9972	ART APPRECIATION	MCCONKEY	MTWTH	7:30AM	9:10AM	3.0	HU112
ART1201	001	9692	DESIGN FUNDAMNTL	STROTHER	MTWTH	1:00PM	3:00PM	3.0	HU206
ART1300	001	9693	DRAWING FUND	CULLEN	MTWTH	8:00AM	11:00AM	3.0	HU113

**BIOLOGY — SCIENCE/TECH — CENTRAL CAMPUS DAY**

APB1120	001	9982	ENVIRON CONSERV	HOLLING	MTWTH	9:20AM	11:00AM	3.0	SC114
APB1170	001	9653	MICROBIOLOGY	BEALL	TWTH	9:30AM	11:20AM	2.0	SC124
APB1170L	050	9652	MICRO LAB	BEALL	TWTH	7:30AM	9:20AM	1.0	SC114
APB1191	001	9976	ANATOMY-PHYS II	MCCRACKEN	TWTH	9:30AM	11:20AM	2.0	SC113
APB1191L	050	9974	ANAT-PHYS II LAB	MCCRACKEN	TWTH	7:30AM	9:20AM	1.0	SC122
APB1191L	051	9973	ANAT-PHYS II LAB	MCCRACKEN	TWTH	11:30AM	1:20PM	1.0	SC122
BSC1010	001	9949	PRIN OF BIOLOGY	BOYAR	MTWTH	9:20AM	11:00AM	3.0	SC124
BSC1010L	050	9944	PRIN BIOLOGY LAB	BOYAR	TWTH	11:10AM	1:10PM	1.0	SC127

**BUSINESS — BUSINESS/MATH — CENTRAL CAMPUS DAY**

ACG2001	001	9999	PRIN OF ACCTG I	SHAW	MTWTH	9:20AM	11:00AM	3.0	BA104
ACG2011	001	9993	PRIN OF ACCTG II	SHAW	MTWTH	11:10AM	12:50PM	3.0	BA104
COC1110	001	9928	INTRO TO COMPUTR	ARNOLD	MTWTH	9:20AM	11:00AM	3.0	TE206
COC1110	002	9927	INTRO TO CCMPUTR	ARNOLD	MTWTH	11:10AM	12:50PM	3.0	TE206
ECO2013	001	9900	PRIN UF ECON I	AKYUREK	MTWTH	11:10AM	12:50PM	3.0	BA307
ECO2023	001	9897	PRIN UF ECON II	STECKLER	MTWTH	7:30AM	9:10AM	3.0	BA307
GEB1011	001	9858	INTRU--BUSINESS	STAFF	MTWTH	11:10AM	12:50PM	3.0	BA1C6
OST1108	001	9689	TYPEWRITING	LEDBETTER	MTWTH	8:30AM	11:30AM	3.0	BA202

**CENTER FOR PERSONALIZED INSTRUCTION — CENTRAL CAMPUS DAY**

ENC1000 T	001	9887	ENGLISH (PREP)	DUNCAN	MTWTH	7:30AM	11:30AM		CP203
MAC1104 A 140		9835	COLLEGE ALGEBRA	DUNCAN	TO BE ARRANGED			3.0	
MAC1114 A 140		9832	TRIGONOMETRY	DUNCAN	TO BE ARRANGED			3.0	
MAT1000	001	9828	MATH (PREP)	DUNCAN	MTWTH	7:30AM	9:10AM		CP200
MAT1000	002	9827	MATH (PREP)	DUNCAN	MTWTH	9:20AM	11:00AM		CP200
MAT1024 T	001	9695	ELEM ALGEBRA	DUNCAN	MTWTH	7:30AM	9:10AM		CP200
MAT1033 A 140		9806	INTER ALGEBRA	DUNCAN	TO BE ARRANGED			3.0	
MGF1120 F 140		9802	GEOMETRY	DUNCAN	TO BE ARRANGED			1.0	
MGF1120 H 140		9801	INTRU TO ALGEBRA	DUNCAN	TO BE ARRANGED			1.0	
MGF1120 I 140		9800	CONSUMER MATH	DUNCAN	TO BE ARRANGED			1.0	
MGF1120 J 140		9799	METRIC SYSTEM	DUNCAN	TO BE ARRANGED			1.0	
MGF1120 K 140		9798	RATIC—PROPDTION	DUNCAN	TO BE ARRANGED			1.0	
MGF1121 E 140		9794	MATH LOGIC	DUNCAN	TO BE ARRANGED			1.0	
MGF1121 G 140		9793	PROBLTY-STATIST	DUNCAN	TO BE ARRANGED			1.0	
MGF1121 L 140		9792	INTRU CMPTR TECH	DUNCAN	TO BE ARRANGED			1.0	
REA1001 T	001	9751	COL PRP READNG I	WTHERSPOON	MTWTH	7:30AM	11:00AM		OP202

**CHEMISTRY — SCIENCE/TECHNOLOGY — CENTRAL CAMPUS DAY**

CHM1045	001	9935	GEN CHEM I	STAFF	MTWTH	9:20AM	11:00AM	3.0	SC116
CHM1045L	050	9934	GEN CHEM LAB I	STAFF	M W	11:10AM	2:10PM	1.0	SC101
CHM1046	001	9933	GEN CHEM II	TOHEY	MTWTH	7:30AM	9:20AM	3.0	SC131
CHM1046L	050	9932	GEN CHEM LAB II	STAFF	T TH	11:10AM	3:00PM	1.0	SC1C2
CHM2211	.001	9931	ORGANIC CHEM II	TOHEY	MTWTH	9:20AM	11:00AM	3.0	SC131
CHM2211L	050	9930	ORG CHEM II LAB	STAFF	T TH	11:30AM	4:15PM	1.0	SC1C2

**COMMUNICATIONS — HUMANITIES —CENTRAL CAMPUS DAY**

ENC1101	001	9880	FRESHMAN COMM I	WILSON	MTWTH	9:20AM	11:00AM	3.0	BA302
ENC1101	002	9879	FRESHMAN COMM I	ADAMS	MTWTH	7:30AM	9:10AM	3.0	BA104
ENC1102	001	9871	FRESHMAN COMM II	STAFF	MTWTH	7:30AM	9:10AM	3.0	AH215
ENC1102	002	9870	FRESHMAN CMM II	ADAMS	MTWTH	11:10AM	12:50PM	3.0	AH215
ENL2010	001	9861	ENG LIT TO 1660	PLATT	MTWTH	9:20AM	11:00AM	3.0	BA306
SPC1600	001	9725	FUND SPEECH	STAFF	MTWTH	11:10AM	12:50PM	3.0	BA306

**DENTAL HEALTH SERVICES — CENTRAL CAMPUS DAY**

DEA1000	001	9908	INTRO TO D ASST	FLATLEY	M	2:40PM	4:10PM	1.0	DH101
DEA1020C	001	9907	PRECLINIC ORIENT	CULLIGAN	W	1:00PM	2:30PM		DH101
DEA1020L	050	9906	PRE CL ORIENT LB	CULLIGAN	M W	8:00AM	10:30AM	3.0	DH1C1
DEA1020L	051	9905	PRE CL ORIENT LB	CULLIGAN	T TH	8:00AM	12:00 N		DH1C9
DES1200C	001	9903	DNTL RADIOLGY	FLATLEY	T TH	12:30PM	4:30PM		DH1C9
OES1200L	050	9902	O RADIOLGY LAB	FLATLEY	M W	1:00PM	3:30PM	2.0	DH1C1
DESI200L	051	9901	O RADIOLGY LAB	FLATLEY	T TH	1:00PM	3:30PM		DH1C9

## CENTRAL CAMPUS DAY CLASSES — SUMMER

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>ENGINEERING — SCIENCE TECHNOLOGY — CENTRAL CAMPUS DAY</b>								
ATT2691 A 050	9960	INSTR REFRESH SI	LANG		TO BE ARRANGED		0.2	
ATT2691 B 050	9959	INSTR REFRESH SI	LANG		TO BE ARRANGED		0.2	
ATT2691 C 050	9958	INSTR REFRESH SI	LANG		TO BE ARRANGED		0.2	
ATT2691 D 050	9957	INSTR REFRESH SI	LANG		TO BE ARRANGED		0.2	
ATT2691 E 050	9956	INSTR REFRESH SI	LANG		TO BE ARRANGED		0.2	
ETD1110C 001	9860	INTRO TECH DRAW	MARX		MTWTH	8:00AM 10:45AM	2.0	CE110
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — CENTRAL CAMPUS DAY</b>								
HSC1100 001	9854	HEALTHFUL LIVING	BELL		MTWTH	9:20AM 11:00AM	2.0	AH316
HSC1100 002	9853	HEALTHFUL LIVING	BELL		MTWTH	11:10AM 12:50PM	2.0	AH316
<b>MATHEMATICS — BUSINESS/MATH — CENTRAL CAMPUS DAY</b>								
MAC1104 001	9841	COLLEGE ALGEBRA	SHAW		MTWTH	1:00PM 2:40PM	3.0	BA105
MAC1114 001	9834	TRIGONOMETRY	SHAW		MTWTH	9:20AM 11:00AM	3.0	BA105
MAC2311 001	9677	CALC-ANL GEOM I	EVANS		MTWTH	7:30AM 8:45AM	4.0	BA306
MAC2311 002	9676	CALC-ANL GEOM I	GENTRY		MTWTH	9:20AM 10:25AM	4.0	BA303
MAC2312 001	9675	CALC-ANL GEOM II	HAMLIN		MTWTH	11:15AM 12:25PM	4.0	BA209
MAC2313 001	9674	CAL-ANL GEOM III	HAMLIN		MTWTH	1:00PM 2:15PM	4.0	BA168
MAT1024 001	9820	ELEM ALGEBRA	STAFF		MTWTH	1:00PM 2:40PM		SC113
MAT1033 001	9813	INTER ALGEBRA	EVANS		MTWTH	9:20AM 11:00AM	3.0	BA209
MGF1120 001	9805	GEN ED MATH I	STAFF		MTWTH	1:00PM 2:40PM	3.0	BA111
MGF1120AK 001	9688	RATIO PROPORTION	STAFF		M W	7:30AM 9:10AM	1.0	BA206
MGF1120AK 002	9687	RATIO PROPORTION	STAFF		T TH	7:30AM 9:10AM	1.0	BA206
MGF1121L 001	9797	GEN ED MATH II	EVANS		MTWTH	11:10AM 12:50PM	3.0	BA105
STA2014 001	9717	STATISTICS	GENTRY		MTWTH	7:30AM 9:10AM	3.0	BA209
MAT1024 001	9820	ELEM ALGEBRA	STAFF		MTWTH	1:00PM 2:40PM		SC113
MAT1033 001	9813	INTER ALGEBRA	EVANS		MTWTH	9:20AM 11:00AM	3.0	BA209
MGF1120 001	9805	GEN ED MATH I	STAFF		MTWTH	1:00PM 2:40PM	3.0	BA111
MGF1120AK 001	9688	RATIO PROPORTION	STAFF		M W	7:30AM 9:10AM	1.0	BA206
MGF1120AK 002	9687	RATIO PROPORTION	STAFF		T TH	7:30AM 9:10AM	1.0	BA206
MGF1121 001	9797	GEN ED MATH II	EVANS		MTWTH	11:10AM 12:50PM	3.0	BA105
STA2014 001	9717	STATISTICS	GENTRY		MTWTH	7:30AM 9:10AM	3.0	BA209
<b>MUSIC — HUMANITIES — CENTRAL CAMPUS DAY</b>								
MUL1010 001	9786	MUSIC APPREC	KEATON		MTWTH	9:20AM 11:00AM	3.0	HU110
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — CENTRAL CAMPUS DAY</b>								
PEL2111 001	9779	BOWLING	GAILEY		M W	1:00PM 3:10PM	1.0	FAIR
PEM1104 001	9697	PHYSICAL FITNESS	FAQUIR		MTWTH	9:20AM 10:20AM	1.0	PE106
PEM1104 002	9696	PHYSICAL FITNESS	FAQUIR		MTWTH	11:10AM 12:10PM	1.0	PE106
PEN1231 001	9698	BASIC SAILING	BELL		T TH	1:00PM 3:10PM	1.0	GYM
<b>PHYSICAL SCIENCE — SCIENCE/TECH. — CENTRAL CAMPUS DAY</b>								
PHY2024 001	9774	GEN PHYSICS II	WOOD		MTWTH	7:30AM 9:20AM	3.0	TE107
PHY2049 001	9773	PHYS W/CAL II	STAFF		MTWTH	7:30AM 9:20AM	4.0	SC121
PHY2049L 050	9772	LAB-PHY2024-2049	WOOD		TWTH	9:30AM 11:20AM	1.0	TE106
PHY2049L 051	9771	LAB-PHY2024-2049	WOOD		TWTH	11:30AM 1:20PM	1.0	TE106
PSC1513 001	9762	SURV OF PHYS SC	CERAVGLO		MTWTH	11:30AM 1:20PM	3.0	TE107
PSC1513 140	9761	SURV OF PHYS SC	DYER		TO BE ARRANGED		3.0	
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — CENTRAL CAMPUS DAY</b>								
POS1001 001	9770	INTRO TO POL SC	RULISON		MTWTH	11:10AM 12:50PM	3.0	BA212
POS1001 002	9769	INTRO TO POL SC	RULISON		MTWTH	7:30AM 9:10AM	3.0	BA111
PSY2012 001	9758	GEN PSYCHOLOGY	RICHMOND		MTWTH	9:20AM 11:00AM	3.0	AH209
SLS1501 001	9643	COLL SURVIVAL SKL	MCCRAY		T TH	11:10AM 12:20PM	1.0	SA109
SYG1440 001	9714	INTRU TO SOC SCS	RICHMOND		MTWTH	11:10AM 12:50PM	3.0	AH209
SYG1440 002	9713	INTRC TO SCC SCS	ROBINSON		MTWTH	9:20AM 11:00AM	3.0	AH215

## CENTRAL CAMPUS EVENING CLASSES — SUMMER TERM

## ART — HUMANITIES

ARH1000 190	9971	ART APPRECIATION	MGRPHEW	T TH	6:00PM	9:40PM	3.0	HU112
ART1600 190	9691	INTRC TO PHOTOG	BOROCYCHUK	M WTH	6:30PM	10:00PM	2.0	HU207

## BIOLOGY — SCIENCE/TECH — CENTRAL CAMPUS EVENING

BSCL1010 190	9947	PRIN OF BIOLOGY	ALDRIDGE	T TH	6:00PM	9:40PM	3.0	SC113
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**CENTRAL CAMPUS EVENING CLASSES — SUMMER**

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER	
<b>BUSINESS — BUSINESS/MATH — CENTRAL CAMPUS EVENING</b>									
ACG2001	190	9998	PRIN OF ACCTG I	STAFF	M W	6:00PM	9:40PM	3.0 BA302	
ACG2011	190	9646	PRIN OF ACCTG II	STAFF	M W	6:00PM	9:40PM	3.0 BA1C4	
BUL2111	190	9942	BUSINESS LAW I	HOUSER	M W	6:00PM	9:40PM	3.0 BA111	
CAP1801	190	9647	LOTUS 1-2-3	STAFF	T	6:30PM	8:45PM	1.0 BA205	
COC1110	190	9926	INTRO TO COMPUTR	STAFF	T TH	6:00PM	9:40PM	3.0 IE2G6	
COC1110	191	9925	INTRO TO COMPUTR	STAFF	M W	6:00PM	9:40PM	3.0 IE2G6	
ECO2023	190	9896	PRIN OF ECON II	AKYUREK	T TH	6:00PM	9:40PM	3.0 BA307	
<b>CENTER FOR PERSONALIZED INSTRUCTION — CENTRAL CAMPUS EVENING</b>									
ENC1000	T	190	9885	ENGLISH (PREP)	VILLELO	MTWTH	6:00PM	9:40PM	
MAT1000	190	9826	MATH (PREP)	WHITE	M W	6:00PM	9:40PM	CP203	
MAT1024	T	190	9694	ELEM ALGEBRA	TEUCastle	M W	6:00PM	9:40PM	CP200
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — CENTRAL CAMPUS EVENING</b>									
CHM1015	190	9939	PRIN OF CHEM	STAFF	T TH	6:00PM	9:40PM	3.0 SC116	
<b>COMMUNICATIONS — HUMANITIES — CENTRAL CAMPUS EVENING</b>									
AML2010	190	9987	AMER LIT TO 1865	SCHNEIDER	T TH	6:00PM	9:40PM	3.0 BA111	
ENC1101	190	9878	FRESHMAN COMM I	PLATT	M W	6:00PM	9:40PM	3.0 BA306	
ENC1101	191	9877	FRESHMAN COMM I	STAFF	T TH	6:00PM	9:40PM	3.0 BA310	
ENC1102	190	9869	FRESHMAN COMM II	SCHNEIDER	M W	6:00PM	9:40PM	3.0 BA310	
ENC1102	191	9868	FRESHMAN COMM II	WILSON	T TH	6:00PM	9:40PM	3.0 BA306	
SPC1600	190	9724	FUND SPEECH	STAFF	T TH	6:00PM	9:40PM	AH216	
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — CENTRAL CAMPUS EVENING</b>									
HSC1100	190	9852	HEALTHFUL LIVING	STAFF	M W	6:00PM	8:30PM	2.0 AH316	
<b>MATHEMATICS — BUSINESS/MATH — CENTRAL CAMPUS EVENING</b>									
MAC1104	190	9840	COLLEGE ALGEBRA	STAFF	T TH	6:00PM	9:40PM	3.0 BA303	
MAC1114	190	9833	TRIGONOMETRY	STAFF	M W	6:00PM	9:40PM	3.0 BA209	
MAT1024	190	9819	ELEM ALGEBRA	STAFF	T TH	6:00PM	9:40PM	BA1C5	
MAT1033	190	9811	INTER ALGEBRA	STAFF	T TH	6:00PM	9:40PM	BA2C9	
MGF1120	190	9804	GEN ED MATH I	STAFF	M W	6:00PM	9:40PM	3.0 BA3C7	
MGF1120AK	190	9682	RATIO PROPORTION	STAFF	T	6:00PM	9:00PM	1.0 BA206	
MGF1121	190	9796	GEN ED MATH II	STAFF	M W	6:00PM	9:40PM	3.0 BA105	
<b>MUSIC — HUMANITIES — CENTRAL CAMPUS EVENING</b>									
MUN1120	R	190	9783	CONCERT BAND	MUCCI	T	7:00PM	9:30PM	
					TH	7:30PM	9:30PM	1.0 HU1C8	
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — CENTRAL CAMPUS EVENING</b>									
PEL1441	190	9678	KACQUETBALL	GAILEY	M W	6:30PM	8:50PM	1.0 GYM	
PEL2341	190	9683	BEGINNING TENNIS	STAFF	M W	6:30PM	8:50PM	1.0 GYM	
PEN2136	190	9673	SCUBA DIVING	BELL	T TH	6:30PM	8:50PM	1.0 PE107	
<b>PHYSICAL SCIENCE — SCIENCE/TECH. — CENTRAL CAMPUS EVENING</b>									
PSC1513	190	9760	SURV OF PHYS SC	STAFF	M W	6:00PM	9:40PM	3.0 TE204	
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — CENTRAL CAMPUS EVENING</b>									
EOP2002	190	9892	EDUC PSYCHOLOGY	MATTHEWS	T TH	6:00PM	9:40PM	3.0 BA104	
POS1001	190	9768	INTRC TO POL SC	STAFF	T TH	6:00PM	9:40PM	AH218	
PSY2012	190	9757	GEN PSYCHOLOGY	MATTHEWS	M W	6:00PM	9:40PM	AH2C9	
SYG1440	190	9712	INTRO TO SOC SCS	ROBINSON	M W	6:00PM	9:40PM	3.0 BA303	

**NORTH CAMPUS DAY CLASSES — SUMMER**

**ART — HUMANITIES**

ARH1003	201	9970	ART APPRECIATION	STAFF	MTWTH	11:10AM	12:50PM	3.0 NA105
ART1201	201	9962	DESIGN FUNDAMENTL	STAFF	MTWTH	7:30AM	10:05AM	3.0 NL202
ART1300	201	9961	DRAWING FUND	STAFF	MTWTH	11:10AM	1:45PM	3.0 NL2C3

## NORTH CAMPUS DAY CLASSES — SUMMER TERM

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>BIOLOGY — SCIENCE/TECH — NORTH CAMPUS DAY CLASSES</b>								
AP81120	201	9981	ENVIRON CONSERV	RAY	MTWTH	11:10AM	12:50PM	3.0 NA102
BSC1010	201	9946	PRIN OF BIOLOGY	RAY	MTWTH	7:30AM	9:10AM	3.0 NA203
<b>BUSINESS — BUSINESS/MATH — NORTH CAMPUS DAY CLASSES</b>								
ACG2001	201	9996	PRIN OF ACCTG I	HOLLOWAY	MTWTH	9:20AM	11:00AM	3.0 NA201
ACG2011	201	9991	PRIN OF ACCTG II	HOLLOWAY	MTWTH	11:10AM	12:50PM	3.0 NA201
BUL2111	201	9669	BUSINESS LAW I	GERSON	MTWTH	9:20AM	11:00AM	3.0 NA106
COCL110	202	9924	INTRO TO COMPUTER	POTENZA	MTWTH	9:20AM	11:00AM	3.0 NA208
COCL110	203	9923	INTRO TO COMPUTER	POTENZA	MTWTH	11:10AM	12:50PM	3.0 NA208
ECU2013	201	9899	PRIN OF ECON I	MOSSADEGH	MTWTH	11:10AM	12:50PM	3.0 NA107
ECO2023	201	9895	PRIN OF ECON II	MOSSADEGH	MTWTH	9:20AM	11:00AM	3.0 NA107
GE81011	201	9857	INTRO--BUSINESS	GERSON	MTWTH	7:30AM	9:10AM	3.0 NA201
OST1108	201	9736	TYPEWRITING	STAFF	MTWTH	8:00AM	11:20AM	3.0 NA206
<b>CENTER FOR PERSONALIZED INSTRUCTION — NORTH CAMPUS DAY CLASSES</b>								
ENC1000	201	9891	ENGLISH (PREP)	MCLAUGHLIN	MTWTH	9:20AM	11:00AM	NA108
ENC1000L	201	9884	ENGLISH LAB	STAFF	TO BE ARRANGED			0.0
MAT1000	201	9825	MATH (PREP)	STAFF	MTWTH	7:30AM	9:10AM	NL209
MAT1000	202	9824	MATH (PREP)	STAFF	TO BE ARRANGED			0.0
REA1001	201	9753	COL PRP READING I	STAFF	MTWTH	9:20AM	11:00AM	NA101
REA1001L	201	9750	COL PRP READ LAB	STAFF	TO BE ARRANGED			0.0
REA1002	201	9662	COL PREP READ II	STAFF	MTWTH	9:20AM	11:00AM	NA101
REA1205	201	9748	ACCELERATED READING	STAFF	MTWTH	11:10AM	12:50PM	3.0 NL209
REA2930	201	9663	SP TOPICS READING	STAFF	MTWTH	9:20AM	11:00AM	3.0 NL209
REU1219	201	9661	PHONICS FOR TEACH	PRIDE	MTWTH	7:30AM	9:10AM	3.0 NA103
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — NORTH CAMPUS DAY CLASSES</b>								
CHM1015	201	9938	PRIN OF CHEM	STAFF	MTWTH	11:10AM	12:50PM	3.0 NA204
<b>COMMUNICATIONS — HUMANITIES — NORTH CAMPUS DAY CLASSES</b>								
AML2022	201	9986	AM LIT AF 1865	STAFF	MTWTH	9:20AM	11:00AM	3.0 NA103
ENC1101	201	9876	FRESHMAN COMM I	STAFF	MTWTH	7:30AM	9:10AM	3.0 NA106
ENC1102	201	9867	FRESHMAN COMM II	MCLAUGHLIN	MTWTH	11:10AM	12:50PM	3.0 NA106
SPC1600	201	9723	FUND SPEECH	STAFF	MTWTH	7:30AM	9:10AM	3.0 NA105
<b>COOPERATIVE EDUCATION — NORTH CAMPUS DAY CLASSES</b>								
CUF2949	201	9915	SUCC EMPLOY TECHS	STAFF	TO BE ARRANGED			1.0
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — NORTH CAMPUS DAY CLASSES</b>								
HSC1100	201	9851	HEALTHFUL LIVING	MAUDSON	TWTH	9:20AM	11:00AM	2.0 NA105
<b>MATHEMATICS — BUSINESS/MATH — NORTH CAMPUS DAY CLASSES</b>								
MAT1104	201	9839	COLLEGE ALGEBRA	BARTON	MTWTH	9:20AM	11:00AM	3.0 NA202
MAT1024	201	9818	ELEM ALGEBRA	STAFF	MTWTH	9:20AM	11:00AM	NA104
MAT1033	201	9810	INTER ALGEBRA	STAFF	MTWTH	9:20AM	11:00AM	3.0 NA203
MGF1121	201	9795	GEN ED MATH II	STAFF	MTWTH	7:30AM	9:10AM	3.0 NA202
STA2014	201	9716	STATISTICS	BARTON	MTWTH	11:10AM	12:50PM	3.0 NA108
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — NORTH CAMPUS DAY CLASSES</b>								
PEL2111	201	9778	BOWLING	MAUDSON	TWTH	2:00PM	3:40PM	1.0 GUNLN
PEM1104	202	9777	PHYSICAL FITNESS	MAUDSON	TWTH	12:00 N	1:40PM	1.0 YMCA
PEM1116	201	9664	SLIMNASTICS	CUSIER	M WTH	1:00PM	2:40PM	1.0 BCNPB
<b>PHYSICAL SCIENCE — SCIENCE/TECH. — NORTH CAMPUS DAY CLASSES</b>								
PSC1513	201	9759	SURV OF PHYS SC	STAFF	MTWTH	11:00AM	12:50PM	3.0 NA203
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — NORTH CAMPUS DAY CLASSES</b>								
PUS1001	201	9767	INTRO TO POL SC	SMITH	MTWTH	7:30AM	9:10AM	3.0 NA107
PSY2012	201	9756	GEN PSYCHOLOGY	STAFF	MTWTH	9:20AM	11:00AM	3.0 NA102
SL S1501	201	9644	COLL SURVIVL SKL	STAFF	MTWTH	11:10AM	12:30PM	1.0 NA101
SYG1440	201	9711	INTRO TO SOC SCS	STAFF	MTWTH	11:10AM	12:50PM	3.0 NA103

# NORTH CAMPUS EVENING CLASSES — SUMMER

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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## ART — HUMANITIES

ARH1000	290	9969	ART APPRECIATION	STAFF	M W	6:00PM	9:40PM	3.0	NA106
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## BIOLOGY — SCIENCE/TECH — NORTH CAMPUS EVENING CLASSES

APB1120	290	9980	ENVIRON CONSERV	STAFF	M W	6:00PM	9:40PM	3.0	NA204
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## BUSINESS — BUSINESS/MATH — NORTH CAMPUS EVENING CLASSES

ACG2001	290	9995	PRIN OF ACCTG I	STAFF	M W	6:00PM	9:40PM	3.0	NA104
ACG2011	290	9990	PRIN OF ACCTG II	HOLLOWAY	M W	6:00PM	9:40PM	3.0	NA202
BUL2112	290	9940	BUSINESS LAW 11	STAFF	T TH	6:00PM	9:40PM	3.0	NA107
COC1110	290	9921	INTRO TO COMPUTR	STAFF	M W	6:00PM	9:40PM	3.0	NA208
COC1110	291	9920	INTRO TC COMPUTR	STAFF	T TH	6:00PM	9:40PM	3.0	NA208
COP2120	290	9911	PROG COBOL	STAFF	T TH	5:00PM	9:40PM	3.0	NA207
ECO2023	290	9894	PRIN OF ECON 11	MOSSADEGHI	T TH	6:00PM	9:40PM	3.0	NA103
REE1000	290	9745	RE PRIN--FREC 1	STAFF	M W	5:30PM	9:40PM	4.0	PB228

## CENTER FOR PERSONALIZED INSTRUCTION — NORTH CAMPUS EVENING CLASSES

ENC1000	290	9890	ENGLISH (PREP)	STAFF	T TH	6:00PM	9:00PM		NA201
ENCI000L	290	9883	ENGLISH LAB	STAFF	TO BE ARRANGED			0.0	
MAT1000	290	9823	MATH (PREP)	STAFF	T TH	6:00PM	9:40PM		NL209
MAT1000	291	9822	MATH (PREP)	STAFF	TO BE ARRANGED			0.0	
REA1001	290	9752	COL PRP READNG I	STAFF	M W	6:00PM	9:40PM		NL209
REA1001L	290	9749	COL PRP READ LAB	STAFF	TO BE ARRANGED			0.0	
REA1002	290	9660	COL PREP READ 11	STAFF	M W	6:00PM	9:40PM		NL209
REA1205	290	9747	ACCELERATO READNG	STAFF	TO BE ARRANGED			3.0	
RED1219	290	9659	PHONICS FOR TEAC	PRIDE	T TH	6:00PM	9:40PM	3.0	NA106

## CHEMISTRY — SCIENCE/TECHNOLOGY — NORTH CAMPUS EVENING CLASSES

CHM1015	290	9937	PRIN OF CHEM	RAY	M W	6:00PM	9:40PM	3.0	NA203
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## COMMUNICATIONS — HUMANITIES — NORTH CAMPUS EVENING CLASSES

AML2022	290	9985	AM LIT AF 1865	STAFF	T TH	6:00PM	9:40PM	3.0	NA102
ENCI101	290	9875	FRESHMAN COMM I	HEYWARD	M W	6:00PM	9:40PM	3.0	NA201
ENCI102	290	9866	FRESHMAN COMM II	HALE	T TH	6:00PM	9:40PM	3.0	NA204
ENCI102	291	9865	FRESHMAN COMM III	HEYWARD	M W	6:00PM	9:40PM	3.0	NB117
SPC1600	290	9722	FUND SPEECH	STAFF	M W	6:00PM	9:40PM	3.0	NA105
SPC1600	291	9721	FUND SPEECH	STAFF	T TH	6:00PM	9:40PM	3.0	NA105

## COOPERATIVE EDUCATION — NORTH CAMPUS EVENING CLASSES

COE2949	290	9914	SUCC EMPLY TECHS	STAFF	TO BE ARRANGED			1.0	
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## HEALTH & HOME EC — EDUC/SOC SCIENCE — NORTH CAMPUS EVENING CLASSES

HSC1100	290	9850	HEALTHFUL LIVING	MADSON	T TH	6:00PM	9:40PM	2.0	NA203
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## MATHEMATICS — BUSINESS/MATH — NORTH CAMPUS EVENING CLASSES

CDP2110	290	9913	MATH PROGRAMNG	STAFF	M W	6:00PM	9:40PM	3.0	NA207
MAC1104	290	9838	COLLEGE ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0	NA103
MAT1024	290	9817	ELEM ALGEBRA	STAFF	T TH	6:00PM	9:40PM		NA101
MAT1033	290	9809	INTER ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0	NA101
STA2014	290	9715	STATISTICS	STAFF	M W	6:00PM	9:40PM	3.0	NA102

## MUSIC — HUMANITIES — NORTH CAMPUS EVENING CLASSES

MUL1010	290	9785	MUSIC APPREC	STAFF	T TH	6:00PM	9:40PM	3.0	NL101
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## PHYSICAL EDUCATION — EDUCATION/SOC SC. NORTH CAMPUS EVENING CLASSES

PEN2122	290	9666	SWIMMING/DIVING	STAFF	TWTH	6:00PM	7:40PM	1.0	CCNPB
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## SOCIAL SCIENCE — EDUC/SOC SCIENCE — NORTH CAMPUS EVENING CLASSES

DEP2102	290	9904	CHILD GROWTH	STAFF	M W	6:00PM	9:40PM	3.0	NA107
PSI1001	290	9766	INTRO TC POL SC	SMITH	M W	6:00PM	9:40PM	3.0	NA108
SYG1440	290	9710	INTRO TC SOC SCS	TERACE	T TH	6:00PM	9:40PM	3.0	NA202

**SOUTH CAMPUS DAY CLASSES — SUMMER**

COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
<b>ART — HUMANITIES</b>								
ARH1300	501	9968	ART APPRECIATION	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0006
ART1201	501	9658	DESIGN FUNDAMENTL	STAFF	MTWTH	9:20AM	12:20PM	3.0 T6R20
<b>BIOLOGY — SCIENCE/TECH — SOUTH CAMPUS DAY CLASSES</b>								
APB1120	501	9979	ENVIRON CONSERV	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0009
BSC1010	501	9945	PRIN OF BIULOGY	STAFF	MTWTH	11:10AM	12:50PM	3.0 M00C9
<b>BUSINESS — BUSINESS/MATH — SOUTH CAMPUS DAY CLASSES</b>								
ACG2001	501	9994	PRIN OF ACCTG I	WEATHERLY	MTWTH	7:30AM	9:10AM	3.0 M0010
COC1110	501	9919	INTRO TO COMPUTR	VOILS	MTWTH	9:20AM	11:00AM	3.0 M0004
CUP2120	501	9910	PROG COBOL	STAFF	MTWTH	1:00PM	2:40PM	3.0 M00C4
ECO2013	501	9898	PRIN OF ECON I	SMITH	MTWTH	9:20AM	11:00AM	3.0 M0011
ECU2023	501	9893	PRIN OF ECON II	WEATHERLY	MTWTH	1:00PM	2:40PM	3.0 M0010
GEB1011	501	9657	INTRO--BUSINESS	SMITH	MTWTH	11:10AM	12:50PM	3.0 M0010
<b>CENTER FOR PERSONALIZED INSTRUCTION — SOUTH CAMPUS DAY CLASSES</b>								
ENC1000	501	9889	ENGLTSH (PREP)	STAFF	MTWTH	7:30AM	9:10AM	M0007
ENC1000L	501	9882	ENGLISH LAB	STAFF	MTWTH	9:20AM	11:00AM	M0003
MAT1000	501	9821	MATH (PREP)	BUNELLI	MTWTH	7:30AM	9:10AM	M0003
<b>CHEMISTRY — SCIENCE/TECHNOLOGY — SOUTH CAMPUS DAY CLASSES</b>								
CHM1015	501	9936	PRIN OF CHEM	STAFF	MTWTH	9:20AM	11:00AM	3.0 M00C5
<b>COMMUNICATIONS — HUMANITIES — SOUTH CAMPUS DAY CLASSES</b>								
AML2022	501	9984	AM LIT AF 1865	STAFF	MTWTH	1:00PM	2:40PM	3.0 M0006
ENC1101	501	9874	FRESHMAN COMM I	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0008
ENC1101	502	9873	FRESHMAN COMM I	GERALDI	MTWTH	9:20AM	11:00AM	3.0 M0010
ENC1102	501	9864	FRESHMAN COMM II	GERALDI	MTWTH	11:10AM	12:50PM	3.0 M0005
ENC1102	502	9863	FRESHMAN COMM II	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0012
SPC1600	501	9720	FUND SPEECH	STAFF	MTWTH	9:20AM	11:00AM	3.0 M0008
<b>HEALTH &amp; HOME EC — EDUC/SOC SCIENCE — SOUTH CAMPUS DAY CLASSES</b>								
HSC1100	501	9849	HEALTHFUL LIVING	STAFFS	T TH	11:10AM	12:50PM	2.0 M0007
<b>MATHEMATICS — BUSINESS/MATH — SOUTH CAMPUS DAY CLASSES</b>								
MAC1104	501	9837	COLLEGE ALGEBRA	STAFF	MTWTH	9:20AM	11:00AM	3.0 M00C9
MAT1024	501	9816	ELEM ALGEBRA	STAFF	MTWTH	9:20AM	11:00AM	M00C7
MAT1033	501	9808	INTER ALGEBRA	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0011
MGF1120	501	9803	GEN ED MATH I	STAFF	MTWTH	2:50PM	4:30PM	3.0 M0010
<b>PHYSICAL EDUCATION — EDUCATION/SOC SC. — SOUTH CAMPUS DAY CLASSES</b>								
PEL1441	501	9780	KACQUETBALL	STAFF	M W	7:30AM	9:10AM	1.0 FAUPE
<b>SOCIAL SCIENCE — EDUC/SOC SCIENCE — SOUTH CAMPUS DAY CLASSES</b>								
AMH2010	501	9988	US HIST TO 1865	IMHOFF	MTWTH	11:10AM	12:50PM	3.0 M0006
POS1001	501	9765	INTRU TO PUL SC	IMHOFF	MTWTH	9:20AM	11:00AM	3.0 M0006
PSY2012	501	9755	GEN PSYCHOLGY	STAFF	MTWTH	11:10AM	12:50PM	3.0 M00C8
SLS1501	501	9645	COLL SURVIVL SKL	STAFF	M W	11:10AM	12:20PM	1.0 M0007
SYG1440	501	9700	INTRU TO SOC SCS	STAFF	MTWTH	7:30AM	9:10AM	3.0 M0005

# SOUTH CAMPUS EVENING CLASSES — SUMMER

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COURSE NUMBER	SECTION	REFERENCE NUMBER	COURSE TITLE	PROPOSED INSTRUCTOR	DAY	TIME	CREDIT	ROOM NUMBER
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## ART — HUMANITIES

ARH1000	590	9967	ART APPRECIATION	STAFF	M W	6:00PM	9:40PM	3.0	M0006
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## BIOLOGY — SCIENCE/TECH — SOUTH CAMPUS EVENING CLASSES

APB1120	590	9978	ENVIRON CONSERV	COLONBO	T TH	6:00PM	9:40PM	3.0	M00G9
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## BUSINESS — BUSINESS/MATH — SOUTH CAMPUS EVENING CLASSES

ACG2011	590	9989	PRIN OF ACCTG II	STAFF	M W	6:00PM	9:40PM	3.0	M0010
BUL2111	590	9941	BUSINESS LAW I	GREGORY	T TH	6:00PM	9:40PM	3.0	M0011
COG1110	590	9918	INTRO TO COMPUTR	LANE	T TH	6:00PM	9:40PM	3.0	M00G4

## CENTER FOR PERSONALIZED INSTRUCTION — SOUTH CAMPUS EVENING CLASSES

ENC1000	590	9888	ENGLISH (PREP)	STAFF	T TH	6:00PM	9:40PM		M00G3
ENC1000L	590	9881	ENGLISH LAB	STAFF	M W	6:00PM	9:40PM		M0003

## COMMUNICATIONS — HUMANITIES — SOUTH CAMPUS EVENING CLASSES

AML2022	590	9983	AM LIT AF 1865	STAFF	T TH	6:00PM	9:40PM	3.0	M0013
ENC1101	590	9872	FRESHMAN COMM I	STAFF	M W	6:00PM	9:40PM	3.0	M0008
ENC1102	590	9862	FRESHMAN COMM II	STAFF	T TH	6:00PM	9:40PM	3.0	M0008
SPC1600	590	9719	FUND SPEECH	STAFF	M W	6:00PM	9:40PM	3.0	M0005

## HEALTH & HOME EC — EDUC/SOC SCIENCE — SOUTH CAMPUS EVENING CLASSES

HSC1100	590	9848	HEALTHFUL LIVING	STAFF	M W	6:00PM	8:40PM	2.0	M0014
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## MATHEMATICS — BUSINESS/MATH — SOUTH CAMPUS EVENING CLASSES

MAC1104	590	9836	COLLEGE ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0	M00C7
MAT1024	590	9815	ELEM ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0	M0011
MAT1033	590	9807	INTER ALGEBRA	STAFF	M W	6:00PM	9:40PM	3.0	M0013

## MUSIC — HUMANITIES — SOUTH CAMPUS EVENING CLASSES

MUL1010	590	9784	MUSIC APPREC	STAFF	T TH	6:00PM	9:40PM	3.0	M0005
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## PHYSICAL EDUCATION — EDUCATION/SOC SC.

## SOUTH CAMPUS EVENING CLASSES

PEN2122	590	9775	SWIMMING/DIVING	STAFF	T TH	6:00PM	8:40PM	1.0	HPOOL
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## SOCIAL SCIENCE — EDUC/SOC SCIENCE — SOUTH CAMPUS EVENING CLASSES

POS1001	590	9764	INTRO TO POL SC	STAFF	T TH	6:00PM	9:40PM	3.0	M0006
PSY2012	590	9754	GEN PSYCHOLOGY	STAFF	T TH	6:00PM	9:40PM	3.0	M0010
SYG1440	590	9708	INTRO TO SOC SCS	STAFF	M W	6:00PM	9:40PM	3.0	M00G9

# CAMPUS LOCATIONS:

Palm Beach Junior College - Central Campus  
4200 Congress Avenue  
Lake Worth, FL 33461

Frequently called telephone numbers: (Area Code 305)  
General Information: 439-8000  
Registration Information Counter: 439-8100 and 8101  
Evening Registration Information: 439-8110  
Admissions: 439-8102  
P.B.J.C. Transcripts and Records: 439-8104  
Veterans and Social Security Assistance: 439-8108  
Graduation: 439-8105  
Student Counseling Services - Day: 439-8174, Evening: 439-8056  
Testing Center: 439-8053  
Bookstore: 439-8033  
Library: 439-8116  
Campus Security: 439-8035  
Cashier's Office: 439-8020  
Financial Aid: 439-8060

Palm Beach Junior College - North Campus  
3160 PGA Boulevard  
Palm Beach Gardens, FL 33410  
TEL: (305) 622-2440

Palm Beach Junior College - South Campus  
500 N.W. 20th Street  
Boca Raton, FL 33431  
TEL: (305) 338-2200 or  
from W.P.B. area call 439-8158

Palm Beach Junior College - Glades Campus  
1977 College Drive  
Belle Glade, FL 33430  
TEL: (305) 996-3055 or  
from W.P.B. area call 439-8160



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Palm Beach Junior College  
4200 Congress Avenue  
Lake Worth, FL 33461



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Archives 378.1543 P18b  
1987/88  
Palm Beach Junior  
College.  
The bulletin of Palm  
Beach Junior College.  
1961-1988.

**REFERENCE ROOM**



**Lake Worth, Fla. 33461**

